



REQUEST FOR SCOPE, FEE, AND SCHEDULE

City of Dublin, Ohio Divisions of Transportation & Mobility and Planning

West Dublin Passenger Rail Station Area Planning Study and Vision Plan

EXECUTIVE SUMMARY

The City of Dublin (the City) Division of Transportation & Mobility is requesting a scope, fee, and schedule to develop a planning study and vision plan, including any necessary planning and design activities, for the placement of a state-of-the-art, multi-modal passenger rail station located on an approximately 100 acre City owned property (Figure 1) and land use and transportation impacts in the periphery of west Dublin (Figure 2).

As such, the City is hereby requesting multi-disciplined, professional consulting firms/teams to evaluate potential multi-modal rail station locations, develop a station master plan, and prepare a visioning and capacity study for conceptual development opportunities to support Transit Oriented Design (TOD) principles for the surrounding area. The City's support of this project demonstrates its commitment to sustainable development that will serve as a catalyst for economic growth, private investment, and job creation.

The establishment of passenger rail service in Central Ohio has been an on-going goal for the region for many years and is critical to our continued economic growth, which forecasts an approximate sixty percent population increase by year 2050 and an additional 300,000 jobs. These growth pressures compel our region to look to our collective future to ensure prosperity for our current and future residents, a more efficient form of growth, and a higher quality of life by good stewardship of public resources.

Investing in lasting improvements such as passenger rail will provide better access to these jobs and secure Central Ohio's ability to compete nationally and internationally. Passenger rail will serve as the spine of a regional multi-modal network that will provide employers access to a much wider, more diverse labor pool, and provide workers with vastly increased access to jobs and a variety of housing along with decreased commuting costs.

Recent efforts at the State and Regional levels to bring passenger rail service to Central Ohio recommend that a rail station location study be conducted to identify suitable and feasible locations for state-of-the-art multi-modal rail stations adjacent to the existing freight railroad right-of-way. The City has identified land situated between the freight railroad right-of-way and Houchard Road for this purpose. The completion of this Station Visioning Study and Master Plan in a timely manner will ensure that a rail station location in Dublin is identified and included in continued rail planning efforts to bring passenger rail to our region.

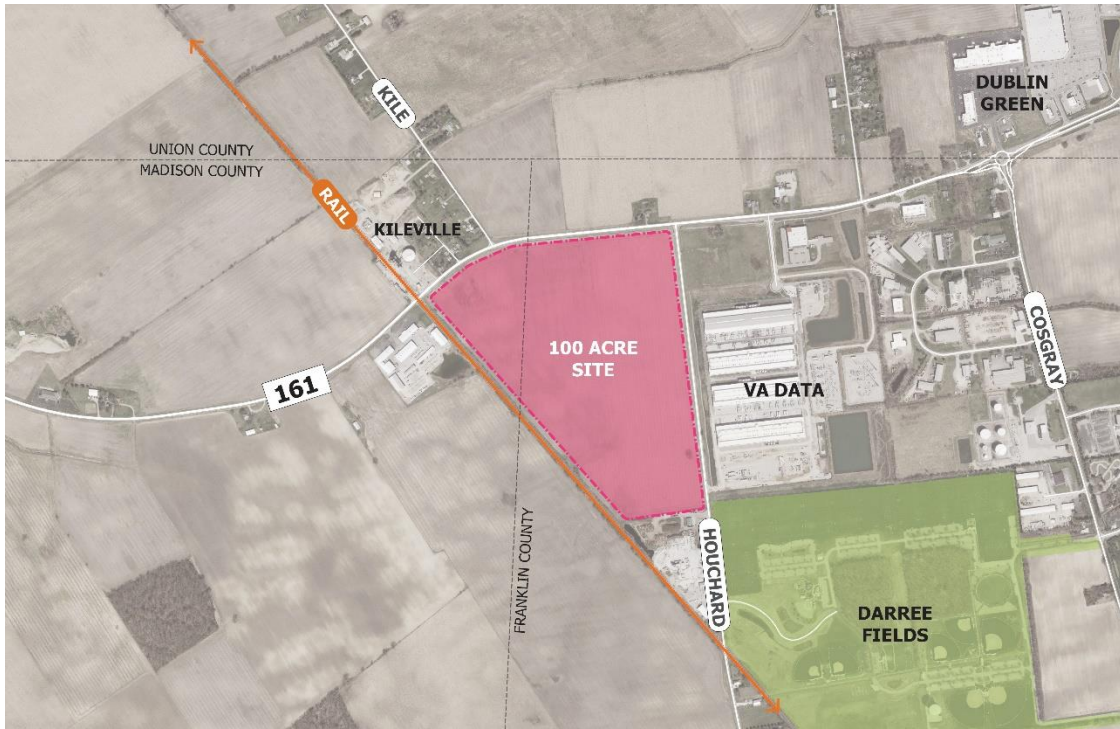


Figure 1: 100 Acre City Owned Site

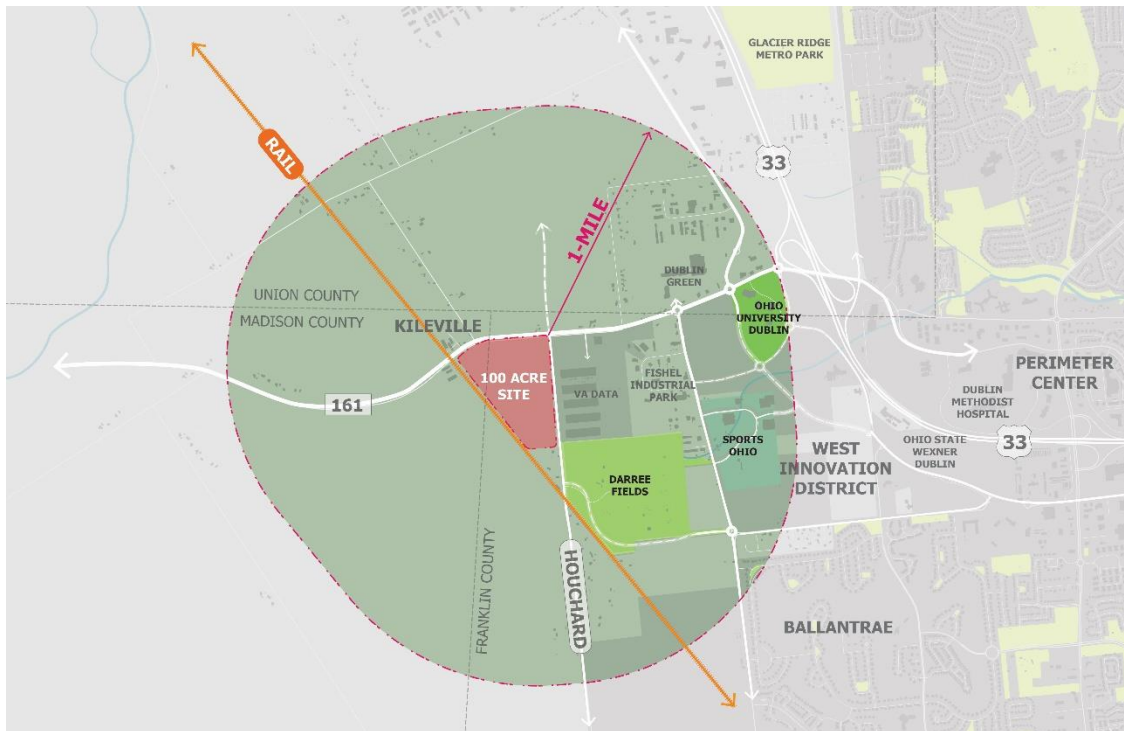


Figure 2: Special Area Study Area

1.0 SCOPE OF WORK

A multitude of professional disciplines will be necessary to achieve the above stated project goals and objectives. The City recommends that firms/teams incorporate their varied experience in urban design, land use planning, pedestrian/mobility networking, transportation engineering, development economics, rail operations, transit operations, and railway facilities planning.

The selected firm/team will provide the professional services for this project in accordance with the identified key tasks, meeting, and deliverables described below. The consultant is encouraged to make recommendations on the function or format of any element of this project. City Staff will finalize the scope of work with the selected consultant prior to contract authorization.

Step 1: Project Alignment

Purpose: Establish a shared team understanding of objectives, key ideas, challenges, and opportunities through discussion, research, and analysis to guide future project steps within the study.

Key Tasks:

1. Project Alignment: Establish the problem statement, study purpose, and key planning and transportation objectives.
2. Base Conditions: Collect data and information to create templates for site and study area base maps and create a design language for reports and presentations to be used throughout the study.
3. Prior Plans Review: Review relevant prior plans and studies then extract and summarize findings.
4. Stakeholders Engagement: Consultant facilitated small-group and one-on-one meetings with local stakeholders and regional and transportation partners.
5. Initial Key Themes: Identify and frame opportunities, challenges, and key ideas which provide a foundation for subsequent steps within the study.

Milestone Meetings and Deliverables:

6. Project Kick-off Meeting: Meeting with Staff to establish and align study objectives, coordination, and share information.
7. Work Plan: Final project schedule, milestone meetings and deliverables.
8. Working Group Meeting #1 - Foundations: Consultant facilitated presentation to identify and frame planning and transportation opportunities, key ideas, and stakeholder themes.

Step 2: Special Area Visioning and Framework

Purpose: Explore conceptual scenarios for land use, transportation, and multimodal connectivity within the broad special area/station area, build consensus in a shared vision, and establish a framework to guide future development.

Key Tasks:

9. **Special Area Scenarios:** Develop a range of conceptual scenarios (up to five) for the approximately one-mile radius special area/station area which explore fundamental land use and transportation scenarios and big ideas, including; land use mixes and intensity, open space systems, economic impacts, thoroughfare networks, and station placement and transit operations. Scenarios should demonstrate how each contributes to the surrounding context of the West Innovation District, Dublin, the broader vicinity, and its multi-county location. Planning and urban design diagrams as well as precedent imagery should be used to articulate and communicate concepts and key ideas. This process may run concurrently with visioning and planning processes for the future Community Plan Update.
10. **Special Area Framework:** Refine a selected station area scenario to create a flexible framework to guide the location, character, and extent of proposed future public and private development. Framework will be unified with the future Community Plan Update and will include:
 - a. **Future Land Use Recommendations:** Future land use recommendations with land use map and development typologies. Must be coordinated with the Transportation connections and improvements recommendations task to ensure the land use and transportation link is examined.
 - b. **Transportation Recommendations:** High-level recommendations for thoroughfare connections, roadway network and functional class intentions, and/or other improvements, transit, and other mobility elements.
 - c. **Design and Planning Principles:** Key planning and design principles to guide future development.

Milestone Meetings and Deliverables:

11. **Council Meeting #1 - Visioning Workshop:** Consultant facilitated meeting to provide overview of study and create an interactive visioning workshop with Council to explore special area/station area scenarios and build consensus on the shared vision.
12. **Working Group Meeting #2 - Station Area Framework:** Consultant facilitated meeting to highlight station area scenarios.
13. **Transportation Plan:** Draft Transportation plan with number of lanes per facility and functional classification designation. Plan should also indicate facilities for bicycles, pedestrians, and any other improvements necessary for the proper function of the plan. Transit and/or other mobility options may be overlaid on the Transportation Plan or separated onto another plan if Transportation Plan is too cluttered. Technical analysis conducted and conclusions drawn for the transportation plan shall be documented in a technical memo to be incorporated into the Technical Memorandum included in Section 2.1.
14. **Draft Report:** 30% Progress

Step 3: Station Design and Site Development Alternatives

Step Purpose: Explore a range of alternatives for the site and station a conceptual level, evaluate alternatives by articulating opportunities and obstacles, and select preferred alternative.

Key Tasks:

15. Station Design and Site Development Alternatives: Building on the station area framework, explore and develop a range of alternatives (up to five) for the 100 acre City owned site. The alternatives should concurrently plan land use and station design, highlighting the relationship between land use and multimodal connectivity.
 - a. Site Development: Alternatives should explore a range of layouts with different; land use mixes, development intensity, variety of housing type(s), street network, parking strategies, open space and public spaces, sustainable and resilient design, and development character. Alternatives should be supported with conceptual site plans, 3d massing, precedent imagery, and high-level development yields and metrics.
 - b. Station Design: Alternatives should also explore a range of station locations, station typologies, and other fundamental different ideas. Alternatives should be supported with site plans, circulation patterns, mobility and pedestrian connections, parking solutions, station building amenities to be provided, and multimodal operations analysis.
16. Transportation Network: The transportation network continues to be evaluated and refined, including the thoroughfare connections, roadway network and/or improvements, transit, and other mobility elements. The consultant will consider, evaluate, and recommend traffic control and lane configurations for major links and study intersections (locations to be specified as the study develops), including, but not limited to stop control, roundabout, or traffic signal; signing and markings; traffic signal warrants based on OMUTCD and ODOT TEM (where applicable); Capacity Analysis for study intersections, including opening day and horizon year build and no-build scenarios, with mitigation strategies for any movements lower than LOS D; Sidra analysis is preferred for roundabout analysis; turn lane warrants based on ODOT TEM; turn lane length calculations based on ODOT TEM; intersection sight distance exhibits based on Dublin's policy, etc.
17. Evaluation Criteria: Develop evaluation criteria and decision-making process matrix for alternatives, including; transit-oriented and multimodal connectivity, equity and inclusion, environmental impact, constructability, ability to Address Amtrak and Federal Railroad Administration (FRA) requirements, and multimodal operations analysis.
18. Alternative Recommendation: Using the evaluation criteria, summarize and articulate key findings, limitations, and comparisons for each alternatives then provide recommendations for a preferred alternative.

Milestone Meetings and Deliverables:

19. Working Group Meeting #3 - Alternatives: Consultant facilitated presentation of alternatives oriented to share information and solicit feedback.
20. Working Group Meeting #4 - Recommended Alternative: Consultant facilitated presentation of alternatives, alternatives evaluation, and recommendation of preferred alternative.
21. Council Meeting #2 - Recommended Alternative: Consultant facilitated presentation review of alternatives and recommendations for preferred alternative to City Council.
22. Transportation Plan: Transportation Plan will be refined to include recommended traffic control on major links and key intersections. Any technical analysis conducted and conclusions drawn for the transportation plan shall be documented in a technical memo to be incorporated into the Technical Memorandum included in Section 2.1. A draft of the Technical Memorandum is due with this submission.
23. Draft Report: 60% Progress

Step 4: Recommended Alternative and Documentation

Purpose: Refine and further advance design for the recommended alternative and pull it all together to create a visually compelling story to share with the community.

Key Tasks:

24. Site Development: Refine and advance the recommended site development alternative. Site development supported with illustrative site plans, marketing level 3d visualizations (at least four), urban design and planning diagrams to highlight key ideas, and detailed development yields and metrics.
25. Station Design: Refine and advance site plans, circulation patterns, mobility and pedestrian connections, parking solutions, station building amenities to be provided for the recommended station design including pedestrian, bicycle, and micro-mobility plans. Sub-alternatives for station design which explore minor design alterations may be requested (at least three). Station design should be supported with basic floor plans, illustrative site plans, building elevations for each elevation, marketing level 3d visualizations (at least two perspective and one axonometric), and urban design and planning diagrams to highlight key ideas.
26. Transportation/Infrastructure Network: This task in this Step of the project are comprised of two steps, 1) development of the typical sections for the various functional classes of roadways proposed for the subject area; and 2) development of the various infrastructure improvements needed for recommended Alternative.
 - a. Typical Sections: Develop typical sections and visualization for the various functional classifications of roadways recommended. Features, elements and material types to be detailed and dimensioned in this work are on-street parking, medians, planters, streetscape features, and street

lighting. Right-of-way width should be recommended for the Thoroughfare Plan, for all proposed streets along with any updates to existing routes.

- b. Infrastructure Improvements: Identify infrastructure improvements which may be needed to railroad track and/or any other transportation and utility infrastructure including, but not limited to public water, storm, sanitary, Dublin, etc. with programming level cost estimates.
27. Implementation Plan: Form an implementation plan with strategies, funding mechanisms and strategies, potential public and private partnerships, explore phasing, providing next steps and a critical path forward.
28. Documentation: Finalize graphic-rich report and executive summary with Staff comments. Final report and executive summary will include the station area planning framework, site development land planning, station design, and transportation recommendations. Create compendium off technical documents. Provide technical compendium and necessary project material to unify with the Community Plan Update.

Milestone Meetings and Deliverables:

29. Draft Report: 90% Progress
30. Working Group Meeting #5: Consultant facilitated presentation of refined recommended alternative and other plan highlights.
31. Council Meeting #3 – Final Vision Plan: Consultant facilitated presentation of refined recommended alternative and other plan highlights to City Council.
32. Final Report/Vision Plan and Executive Summary: Graphic-rich final report and executive summary which includes final Staff and City comments.
33. Technical Memorandum: Report, recommendations, and compendium/appendix of all of the data, calculation, analysis, findings, and any software output.
34. Technical Memorandum Review Meeting: Meeting with Staff to discuss the final technical memorandum and any revisions.

2.0 FINAL DELIVERABLES

2.1 The consultant shall prepare a final report that includes documentation from the various aspects of the project to create a cohesive and comprehensive account of the project. This report will be provided in both hard copy and an electronic PDF format. Milestone dates to be presented in the proposal by the consultant.

- 30, 60, and 90-percent progress drafts will be submitted to City Staff for review. Consultant must incorporate comments from Dublin and provide a disposition of comments in each subsequent submittal.
- The final report and executive summary will be prepared in 8.5x11 format with graphics not exceeding 11x17. The due date of the final report is the **completion date provided in the proposal**.

- The technical memorandum should include a compendium/appendix of all of the data, calculation, analysis, findings, and any software output.
- Consultant must incorporate comments from Dublin and provide a disposition of comments in each subsequent submittal.

2.2 The consultant shall summarize, and format specifically, any and all recommendations and graphics for posting on the City's website and incorporation into the future Community Plan Update.

3.0 MEETINGS

- **Project Kickoff Meeting:** Meeting with Staff to establish and align study objectives, coordination, share information, and coordinate final scope.
- **Bi-weekly Staff-Consultant Coordination Meetings:** Bi-weekly consultant-Staff coordination meetings and written progress updates, in a mixture of virtual and in-person formats, are anticipated during the life of this project. Bi-weekly meetings may be used to provide coordination with the future Community Plan Update and or coordination with regional and state mobility partners.
- **Working Group Meetings:** Consultant facilitated, graphic and succinct presentations. Presentation materials to be created by the consultant and provided at least one week in advance of meetings.
- **City Council Meetings:** Consultant facilitated, in-person meetings with graphic and succinct presentations. Presentation materials to be created by the consultant and provided at least two weeks in advance of meetings.
- **Stakeholder Meetings:** The consultant will facilitate at least 12 stakeholder/focus group meetings. Presentation materials to be created by the consultant and provided at least one week in advance of meetings. Consultant will provide a memo summarizing common themes and key issues from each meeting.
- **Technical Memorandum Review Meeting:** Meeting with Staff to discuss the final technical memorandum and any revisions.

4.0 TIME OF COMPLETION AND PROJECT SCHEDULE

- 4.1** A detailed project schedule is required with the response. The project schedule must include dates for key tasks, milestones, and the overall completion date. The consultant must demonstrate the ability to meet their proposed schedule. The consultant may assume an estimated authorization date of **December 1, 2022**.
- 4.2** The consultant affirms that time is of the essence regarding the execution of this project and furthermore accepts the City's commitment to have the final

construction drawings completed according to the proposed schedule. Therefore, the consultant commits to work with the City to perform their professional services expeditiously.

- 4.3** Failure of the consultant to comply with the above-established deadline will jeopardize consideration of the consultant for providing professional planning and parking services on future City projects and may be used as cause to reject future proposals submitted by the consultant to the City.

5.0 PROPOSAL CONTENT

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

5.1 Firm and Individual Qualifications

- 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 be provided upon request.
- 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 team members 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.

5.2 Project Approach

- Consultant's statement of understanding and approach to the Project Description (approach needs to cover all elements through the final study) and other requirements relating to performance of their work.

5.3 Capacity to Perform the Work and Time of Completion

- 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.
- 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.

5.4 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 the **proposed completion date**. Failure



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

6.0 PROPOSAL REQUIREMENTS

- 6.1** Responding firms shall include in their Proposals all the information that is requested in the previous section, 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, and are hereby instructed to limit such additional information to that which is directly relevant to the services being requested.
- 6.2** The Proposal shall not exceed ten (10) 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. Relevant project examples may be added as supplemental to the Proposal, up to ten (10) additional pages.
- 6.3** The Proposal shall also be submitted electronically, via email or USB flash drive. 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.
- 6.4** All material submitted in accordance with this Request becomes property of the City and will not be returned.

If you have any questions regarding this request, please contact **Jeannie Willis, P.E.**, jwillis@dublin.oh.us or 614.410.4633. Any other contact with City personnel related to this request, 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 2:00 PM on November 10, 2022. Proposals received after this deadline will NOT be considered.

Consultants should submit their response to:

Tina Wawzkiewicz, P.E.
City of Dublin, Ohio
Division of Transportation & Mobility
6555 Shier Rings Road
Dublin, OH 43016

614.410.4636

twawzkiewicz@dublin.oh.us