



CONSULTANT SERVICES BULLETIN SUMMER 2023

Bulletin Overview

The City of Dublin is conducting a competitive quality based consultant selection process for professional consulting firms to undertake a variety of projects for the Divisions Engineering and Transportation & Mobility. Consultant selection will occur through a two-step process. Submission 1 Statements of Qualifications can be submitted by any team. Based on the evaluation of Submission 1, the City will short-list and invite individual teams to provide Submission 2 Proposals on specific projects.

Meeting Announcement:

City of Dublin staff will host a hybrid in-person and virtual meeting to review the Bulletin process and projects, with time allowed for discussion and questions. The recorded meeting will be posted on the City's website. Meeting Details:

Date: June 29, 2023
Time: 10:30 a.m. – 12:00 p.m.
Location: Service Center Training Room, 6555 Shier Rings Road, Dublin, Ohio 43016
Virtual Link: [WebEx](#)

Submission 1: Statement of Qualifications – 10 page limit

- Cover Letter
- Firm Qualifications
- Project Team and Relevant Experience
- Reference Projects
- References
- ODOT Prequalification

Due Date: 2:30 p.m., July 11, 2023
Submit To: Teresa Moore
City of Dublin, Division of Transportation & Mobility
6555 Shier Rings Road, Dublin, OH 43016
temoore@dublin.oh.us

Email Subject: SOQ – Consultant Services Bulletin Summer 2023
Page Limit: 10 pages (10-page PDF, inclusive of cover letter and all content, except for the ODOT Prequalification Certificates)

The SOQ will be valid for one year. Only one SOQ per firm will be accepted. A new SOQ or cover letter with an affidavit indicating no changes to the previous SOQ shall be submitted with any future Bulletins. The Statement of Qualifications shall 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 8.5x11, and no less than a 10 point font. All material submitted in accordance with this request becomes property of the City and will not be returned.

Electronic submissions are required, but staff will not troubleshoot any printing issues (no changes to formatting, missing fonts, etc). If we cannot print the electronic file in-house, the City will request hard copies from the consultant during the review process.



Cover Letter

Please indicate which project types (by ODOT Prequalification, if applicable) and specific projects within this Bulletin you are interested in pursuing. Please include the Division (Engineering or T&M), Project Number, and Project Name in the projects list, as referenced in this Bulletin.

Firm Qualifications

Provide the competence of the firm to perform the required services as indicated by its background and experience on similar projects. Qualifications include firm's size and availability of personnel, subconsultant(s) availability, current workload, equipment and facilities.

Project Team and Relevant Experience

Provide the name, technical qualifications, training, education, and experience of the offeror's personnel who would be assigned to perform the work on the consultant and subconsultant teams, including: project principle, project manager/engineer, engineers, technicians and any other key personnel. Only include those individuals who will actually be involved in the project and assisting in the performance of the work. Indicate which team members would be assigned to each Bulletin project.

Reference Projects

Consultant should list and describe at least three (3) projects that best demonstrate their experience on similar projects and additionally provide the Estimated Cost and the Final Cost of each project.

References

Provide reference names and contact information from agencies where key project members have prior relevant experience. Considerations of past performance include quality, responsiveness, timeliness, and cost of work previously performed and completed for the City or other municipalities.

ODOT Prequalification

Provide the Certificate for any relevant ODOT Prequalification currently held. These are not included in the page count.

SOQ Evaluations and Short-List Invitations:

City of Dublin staff will review the Statements of Qualifications, short-list firms, and invite individual teams to submit proposals on specific projects.

Submission 2: Proposal – 5 page limit

- Project Team
- Project Understanding
- Project Approach
- Schedule and Time of Completion

By Invitation Only

Due Date: Specified in the invitation

Submit to: Specified in the invitation

Email Subject: PROPOSAL – Division (Engineering or T&M), Project Number, and Project Name

Page limit: 5 pages (5-page PDF, inclusive of all content)

The Proposal shall 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. Proposals shall be on



8.5"x11" paper, only exhibits and charts can be on 11"x17" paper. No pages shall be larger than 11"x17," and no less than a 10 point font shall be used. All material submitted in accordance with this request becomes property of the City and will not be returned.

Electronic submissions are required, but staff will not troubleshoot any printing issues (no changes to formatting, missing fonts, etc). If we cannot print the electronic file in-house, the City will request hard copies from the consultant during the review process.

Project Team:

Reference the SOQ for team members and experience. The SOQ should not be repeated, if there are no team member changes anticipated. Note any updates from the SOQ in the Proposal, or affirm the SOQ by reference.

Project Understanding:

Provide the team's statement of understanding for the project.

Project Approach:

Provide the team's project approach to cover all elements of the project through the final deliverable.

Schedule and Time of Completion:

Provide a detailed project schedule, including dates for key tasks, milestones, and the overall completion date. The team must demonstrate the ability to meet their proposed schedule. Affirm that time is of the essence regarding the execution of the project and accepts the City's commitment to have completed the project based on the timeline established in the Project Description.

Proposal Evaluations and Final Invitations:

City of Dublin staff will review the Proposals and invite the preferred consultant team to submit proposed project hours and fee.

Establish Hours and Fee:

The City will request a breakdown of hours and fee by task and team role from the preferred consultant on each project. The response must be submitted to the City within two (2) weeks or less of the request. All professional services will be provided on a cost plus fixed fee basis. The proposed hours will be based on completion of the report no later than the completion date provided in Section 3 of the Project Descriptions.

If agreement cannot be reached on hours and fee with the preferred consultant on any project, the City will dismiss the Proposal submitted by this consultant, and this team will no longer be eligible to perform the project. The City will request a breakdown of hours and fee by task and team role from an alternate proposal team, based on the Proposal evaluations. This process will be repeated until agreement can be reached.



Project Descriptions, Deliverables, and Time of Completion

Transportation & Mobility Division Projects:

T&M Project 1 – I-270 Crossing between Shier Rings Rd and Metro Place - Alternatives and Bridge Type Study



1. PROJECT DESCRIPTION

- 1.1 The study will evaluate and recommend the location of the I-270 crossing, new roadway alignment, and proposed intersections.
- 1.2 The consultant will develop a problem statement, along with study goals and objectives. The consultant will relate each alternative to the elements of the problem statement and study goals/objectives and how those needs are addressed or not addressed.
- 1.3 The study will evaluate and categorize the various structure types, and determine the feasibility of each. Consultant will recommend one structure type for the bridge. This evaluation will include, but is not limited to:
 - 1.3.1 The number of spans and types of structures
 - 1.3.2 Estimated construction costs and life cycle cost
 - 1.3.3 Consider at least three structure type alternatives
 - 1.3.4 Reference the ODOT Bridge Design Manual as guidance, using Section 201 – Structure Type Study and ODOT L&D Manuals for vertical clearance and bridge width. This study is expected to exclude the Hydrology & Hydraulics (H&H) report and the Preliminary Maintenance of Traffic plan.
- 1.4 Consultant will develop traffic forecasts for year 2040 with turning movements projected for the two points of intersection.
- 1.5 Consultant will consider, evaluate, and recommend traffic control and lane configurations at each proposed intersection, including, but not limited to stop control, roundabout, or traffic signal; signing and markings, etc.
- 1.6 Consultant will provide capacity analysis and summarize results for each alternative.
- 1.7 Consultant will include a safety review based on crash history.
- 1.8 Consultant will recommend pedestrian and bicycle facilities, including separation between travel modes.



- 1.9 The two bridge landings will occur in different roadway and development environments. The study will review the Dublin Community Plan, Thoroughfare Plan, Bikeway Plan, Bridge Street Area Plan, Dublin Corporate Area Plan, Bridge Street Zoning Code and Bridge Street District Street Network.
- 1.9.1 Include any proposed changes to these existing planning documents in the study recommendations. Each existing plan should be annotated with recommendations from the subject study.
- 1.9.2 Roadway characters identified in the Thoroughfare Plan will be applicable while evaluating the west and east landings.
- 1.10 A right-of-way width should be recommended for the Thoroughfare Plan, and typical sections should be provided for the recommended right-of-way.
- 1.11 Impacts to parking lots, buildings, trees, tree lawns, pedestrian ways, drainage, public utilities, private utilities, etc. should be detailed for each alternative.
- 1.12 Consultant will recommend which types of utilities to carry over the bridge.
- 1.13 Preliminary programming level cost estimates shall be prepared for each alternative. Estimates should include elements such as expected right-of-way acquisition, any potential utility relocations (including fiber optics/DubLink, etc.), design and construction.
- 1.14 The consultant will identify benefits and limitations of each alternative, create a decision-making matrix, and make a formal recommendation for the preferred alternative, relating back to the problem statement, study goals and objectives.
- 1.15 Graphics, layouts, and detailed descriptions will be developed for each alternative. Illustrations and graphics will be important to convey the intent and findings of the study.
- 1.16 The consultant will provide a final one-page summary graphic depicting the entire recommended alternative.
- 1.17 Conclusions and final recommendations, including bridge type and location, roadway alignment and proposed intersection layouts that are supported by the problem statement, study goals and objectives, will be prepared and incorporated into a summary report.
- 1.18 The consultant will prepare a presentation and/or materials for City Council, and the consultant will present study results to City Council (in-person or virtually based on City practices).
- 1.19 The consultant will prepare a presentation and/or materials for adjacent jurisdiction and stakeholders, and the consultant will present study results.
- 1.20 As in "If Authorized" item, the consultant will prepare a presentation and/or materials for the local civic association or other stakeholders, and the consultant will present study results.
- 1.21 The City will provide aerial mapping, available roadway and utility plans in the area upon request. Consultant will supplement as needed with field verification.
- 1.22 A detailed project schedule is required with submission of the proposal. 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 authorization date of **September 28, 2023**.
- 1.23 Status updates: Consultant will provide written project updates on a weekly basis via e-mail. Status meetings (virtual or in-person) will also be held once every two weeks.

2. 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.
 - 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.
 - At 60% 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 due date of the final report is the completion date provided in the proposal.



- 2.2 Consultant must incorporate comments from Dublin and provide a disposition of comments in each subsequent submittal.
- 2.3 The consultant shall summarize, and format specifically, any and all recommendations and graphics for posting on the City's website.

3. TIME OF COMPLETION

- 3.1 The final report completion date to be provided in the proposal.

4. CONTACT INFORMATION

If you have any questions regarding this project, please contact the City's Project Manager. 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:

Tina Wawzkiewicz, P.E.
Deputy Director
City of Dublin, Ohio
Division of Transportation & Mobility
6555 Shier Rings Road
Dublin, OH 43016
614.410.4636
twawzkiewicz@dublin.oh.us



T&M Project 2 - Mobility Focused Traffic Counts

PROJECT DESCRIPTION

- 1.1 Recommend mobility focused traffic count to determine areas of need and high use for vulnerable users.
- 1.2 Define 10 locations to count vehicular, pedestrian, bicycle, and other micro-mobility devices.
- 1.3 Recommendations will be submitted for review and comment to the City prior to conducting counts.
- 1.4 The traffic and mobility counts shall be prepared with the following criteria:
 - A 12-hour count, from 7:00 a.m. to 7:00 p.m. shall be provided at each location.
 - Counts shall include vehicle types, including heavy vehicles, bicycle and pedestrians.
 - Counts shall be reported in intervals of 15 minutes or less, and summarized by hour.
 - Counts shall be summarized by intersection approach and total entering intersection volumes.
 - Counts shall be conducted on a school day for Dublin City Schools, on a Tuesday, Wednesday or Thursday, unless otherwise approved.
 - Counts shall be conducted on good weather days, without a holiday in the week of the count.
- 1.5 Status Updates: Consultant will email project updates on a weekly basis.



2. DELIVERABLES

- 2.1 Provide traffic count reports in native electronic and PDF formats.
- 2.2 Provide a summary report with graphics to identify areas of high mobility use or needs.

3. TIME OF COMPLETION

- 3.1 The project completion date is **June 28, 2024**.

4. CONTACT INFORMATION

If you have any questions regarding this project, please contact the City's Project Manager. 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:

Tina Wawzkiewicz, P.E.

Deputy Director
City of Dublin, Ohio
Division of Transportation & Mobility
6555 Shier Rings Road
Dublin, OH 43016
614.410.4636
twawzkiewicz@dublin.oh.us



T&M Project 3 – Pedestrian Crossing Improvements for Muirfield Drive at Sells Mill Drive – Detailed Design

1. PROJECT DESCRIPTION

- 1.1 Develop a complete set of construction drawings for a projects to improve the pedestrian environment at the intersection of Muirfield Drive and Sells Mill Drive. The project will follow the recommendations from the 2023 Pedestrian Crossing Improvements Study, anticipated to include a pedestrian hybrid beacon with street lights, enhanced pavement markings, realigned curb ramps and sidewalk connections. Sidewalk on the north side of Sells Mill Drive, east of Muirfield Drive will be extended to the first driveway.
- 1.2 A Tree survey will be necessary for any trees (over 3 caliper inches) within the project area identifying species, caliper, and health.
- 1.3 Impacts to trees, drainage, public utilities, private utilities, etc. shall be assessed and solutions are to be detailed in the design process.
- 1.4 Consultant shall prepare an Erosion and Sediment Control Plan to meet all City of Dublin and OEPA requirements.
- 1.5 Consultant to follow all City of Dublin, City of Columbus, and ODOT specifications (in order) for design specifications.
- 1.6 Consultant will obtain existing private utility information within project areas.
- 1.7 Consultant is required to coordinate the detailed design of the project with all public and private utilities within the project area. Consultant shall submit profess plans to utility providers for their comment and coordinate any relocation of utilities that may be necessary.
- 1.8 Coordination with the Township will be required for the project.
- 1.9 Consultant shall be required to obtain all regulatory agency approvals and coordinate the approval of plans with the OEPA.
- 1.10 Permit fees will be paid by the consultant and reimbursed by the City.
- 1.11 Provide project control. Set permanent benchmarks.
- 1.12 Property impacts: One (1) permanent easement and one (1) temporary construction easements are anticipated with this project.
- 1.13 Status updates: Consultant will provide written project updates on a weekly basis via e-mail. Status meetings (virtual or in-person) will also be held once every two weeks.



2. DELIVERABLES

- 2.1 A complete set of construction drawings will be required for the project.
- 2.2 All project documentation provided in electronic (PDF) format.
 - 30%, 60% and 90% plans and Engineer's estimates will be submitted to City staff for a 3-week review. Followed by a comment disposition meeting. Milestone date to be presented in proposal by consultant.
- 2.3 Consultant must incorporate comments from Dublin and provide a disposition of comments in subsequent submittals.
- 2.4 The final plans will be prepared in 11x17 format and one 22"x34" Mylar title sheet (four-mil, double mat).
- 2.5 All CAD files and basemaps shall be submitted to the City with the final plans (and any subsequent changes), in Autodesk AutoCAD release 2022 or later in DWG format.

3. TIME OF COMPLETION

- 3.1 All construction plans are to be completed by **April 19, 2024**.
- 3.2 Acquisitions (legal descriptions and exhibits submitted) must all be submitted by **January 16, 2024**.
- 3.3 Consultant to determine other project milestones.



4. CONTACT INFORMATION

If you have any questions regarding this project, please contact the City's Project Manager. 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:

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T&M Project 4 – Dublin Micro-transit Study

1. PROJECT DESCRIPTION

- 1.1 Develop an overarching plan for micro-transit services supported by the City of Dublin.
- 1.2 Study Area: the study area is citywide in addition to fixed-route transit connections extending 1.25 miles from city boundaries.

Step 1: Project Alignment

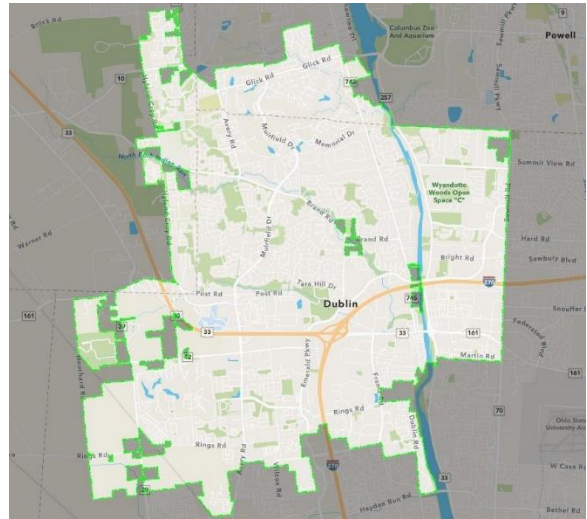
- 1.3 Purpose: Establish a shared team understanding of objectives, key ideas, challenges, and opportunities through discussion, research, and analysis to guide future project steps within the study.
- 1.4 Establish the problem statement, study purpose, and key study objectives.

Step 2: Existing Conditions

- 1.5 Purpose: Build on the existing operations of the Dublin Connector micro-transit service with first documenting the current conditions and then identifying opportunities to expand the service based on feedback from stakeholders.
- 1.6 Evaluate existing micro-transit operations and current fixed-route transit in the study area. The City will provide COTA ridership data and information from COTA's Short Range Transit Plan 2023-2027.
- 1.7 Describe how micro-transit operates in the study area, including providing first mile/last mile connections for the workforce, providing mobility independence for seniors and people with disabilities, ridership data, customer experience, transit amenities, addressing community needs, operational challenges, and funding.
- 1.8 Identify and frame opportunities, challenges, and key concepts that provide a foundation for subsequent steps within the study.
- 1.9 Project Kick-off Meeting: Meeting with Staff to establish and align study objectives, coordination, and share information.
- 1.10 Create a map of the study area that visually shows how micro-transit integrates with fixed-route service through first mile/last mile connections, highlighting bus stops and businesses that serve as pick up and drop off locations for micro-transit riders.
- 1.11 Summary memo for items 1.6 through 1.8.

Step 3: Autonomous Vehicle Feasibility Assessment

- 1.12 Purpose: Explore and evaluate the feasibility of an autonomous vehicle operation to add to Dublin's micro-transit ecosystem.
- 1.13 Develop the structure of an autonomous vehicle deployment, including vehicle type, number of vehicles, purchasing options, routing, level of integration with existing micro-transit and fixed-route transit, considerations for topography and weather and any associated infrastructure or regulatory changes needed to support the project.
- 1.14 Develop an analysis for autonomous micro-transit vehicle types, including consideration for electric-powered micro-transit vehicles.
- 1.15 Develop specifications for the vehicle, research and recommend code updates, and integrate with the US 33 Smart Mobility Corridor/Connected Dublin initiatives.
- 1.16 Recommend a potential autonomous micro-transit vehicle and a route in Dublin.
- 1.17 Prioritize meeting transit needs over showcasing any particular technology.
- 1.18 Working Group Meeting: Consultant facilitated meeting to identify potential destinations and route of autonomous vehicle.
- 1.19 Recommendation for a preferred vehicle type and potential route for an autonomous vehicle.
- 1.20 Preliminary programming level cost estimates shall be prepared for an autonomous vehicle deployment. Estimates should include elements such as vehicle type, number of vehicles, purchasing options, routing, and any associated infrastructure needed.



Step 4: Micro-transit Vehicle Type/Service Type Analysis

- 1.21 Purpose: To determine the size and composition of Dublin's micro-transit fleet.
- 1.22 Develop an analysis for micro-transit vehicle types, including consideration for COTA Plus, Dublin Connector vehicle (shown below), an autonomous shuttle, other shuttle/vendor, and electric vehicle use.



Step 5: Mobility-as-a-Service

- 1.23 Purpose: Explore and evaluate the ideal Dublin micro-transit system, building on the findings in Steps 1 through 4.
- 1.24 Coordinate with the City to establish a micro-transit focus group spanning different ages, abilities and rider types (i.e. residents and commuters).
- 1.25 Public Involvement: Develop questions for an online survey to solicit public feedback relating to micro-transit services in Dublin.
- 1.26 Incorporating input from the public and city staff, define hours and days of operation, system boundaries, location and types of stops, fare structure and payment options, vehicle types, micro-transit supportive infrastructure, and integration with COTA fixed route service.
- 1.27 Working Group Meeting: Consultant facilitated meeting and presentation on designing the ideal micro-transit system for the Dublin community. Public involvement activities shall include an online survey and input from the micro-transit focus group.
- 1.28 Draft Report: 60% progress

Step 6: Financial Analysis

- 1.29 Purpose: Evaluate current and potential micro-transit solutions for efficiency, productivity, and sustainability.
- 1.30 Evaluate micro-transit options for capital and operating cost needs, based on service area, service times, service days, potential fare structure and fees associated with mobility-as-a-service platforms.
- 1.30.1 Provide recommendations for micro-transit solutions.
- 1.31 Present to Committees of City Council: Prior to finalizing findings and recommendations, present to the Finance Committee and Public Services Committee of Dublin City Council for feedback and direction.

Step 7: Final Plan and Documentation

- 1.32 Purpose: Finalize findings and recommendations.
- 1.33 Conclusions and final recommendations supported by the problem statement, study goals and objectives, needs assessment, and best practices will be prepared and incorporated into the final report.
- 1.34 Recommendations should be grouped into a minimum of three categories for short-term, intermediate and long-term action items listing potential projects and strategies to address micro-transit challenges and opportunities. This list shall include infrastructure projects, design and operational strategies and policy recommendations. The



Consultant shall describe how the recommended projects, policies, and actions were developed, evaluated, and prioritized.

- 1.35 Working Group Meeting: Consultant facilitated presentation of study recommendations and other plan highlights.
- 1.36 Draft Report: 90% progress
- 1.37 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.
- 1.38 Final Report/Study Plan and Executive Summary: Graphic-rich final report and executive summary which includes final Staff and City comments.
- 1.39 Present to City Council: Present an overview of the final proposed program.

2. 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.
- 2.2 The consultant shall summarize, and format specifically, any and all recommendations and graphics for posting on the City's website.
- 2.3 Coordination with the City's DATA/GIS team for the project start up, existing conditions, potential solution evaluation and final data hand-off. To the extent possible, system inventory and assessment data, as well as the final project recommendations, should be mapped in ArcGIS, using the collection and distribution methods coordinated with the City's DATA/GIS team. Relevant Esri/shapefiles shall be provided to the City. Mapped information developed in other software, whether conceptual in nature or geographically accurate, shall also be provided, in either the original source format or exported into an intermediate format usable by the City.

3. MEETINGS

- 3.1 Project Kickoff Meeting: Meeting with Staff to establish and align study objectives, coordination, share information, and coordinate final scope.
- 3.2 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.
- 3.3 Working Group Meetings: Comprised of City Staff from Transportation & Mobility, Economic Development, Planning, Performance Analytics and Volunteer Services. Consultant facilitated, graphic and succinct presentations. Presentation materials to be created by the consultant and provided at least one week in advance of meetings.
- 3.4 Technical Memorandum Review Meeting: Meeting with Staff to discuss the final technical memorandum and any revisions.

4. TIME OF COMPLETION

- 4.1 The final report is due **September 18, 2024**.



5. CONTACT INFORMATION

If you have any questions regarding this project, please contact the City's Project Manager. 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:

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Planner II

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