



# CONSULTANT SERVICES BULLETIN SUMMER 2024

## 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 18, 2024  
Time: 10:30 a.m. – 12:00 p.m.  
Location: Service Center Training Room, 6555 Shier Rings Road, Dublin, Ohio 43016  
Virtual Link: <https://cityofdublin.webex.com/cityofdublin/j.php?MTID=md85c8eb7129a2cc77a977dd941d9bdbf>

## 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 2, 2024, with the exception of T&M Project 5, please see project description  
Submit To: Teresa Moore  
City of Dublin, Division of Transportation & Mobility  
6555 Shier Rings Road, Dublin, OH 43016  
Email address: [temoore@dublin.oh.us](mailto:temoore@dublin.oh.us)  
Email Subject: SOQ – Consultant Services Bulletin Summer 2024  
Page Limit: 10 pages (10-page PDF, inclusive of cover letter and all content, except for the ODOT Prequalification Certificates)

The above criteria apply to all projects unless specifically noted with an individual project, then the due dates specified with that project prevail.

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, sub-consultant(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 Gantt project schedule**, including dates for key tasks, milestones, and the overall completion date. The team must demonstrate the ability to meet their proposed schedule in their proposal. 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. Assumed Notice to Proceed is **September 9, 2024**.

## **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 – John Shields Parkway Extension Study - East of Village Parkway

##### 1. PROJECT DESCRIPTION

- 1.1 The study will evaluate and recommend the location of John Shields Parkway, the new roadway alignment, between Village Parkway and Sawmill Road.
- 1.2 The consultant will develop study goals and objectives. The consultant will relate each alternative to the elements of the study goals and objectives and how those needs are addressed or not addressed.
- 1.3 The study will evaluate and categorize the various alignments, and determine the feasibility of each. Consultant will recommend alignment, profile, and typical section.
- 1.4 Consultant will review traffic forecasts with turning movements projected for the main points of intersection from previous studies and make any adjustments in assumptions:
  - 1.4.1 Sawmill Road Corridor Study, 2019
  - 1.4.2 Emerald Connector, I-270 Crossing between Tuller Road and Emerald Parkway, Preliminary Engineering, 2022
- 1.5 Consultant will recommend pedestrian and bicycle facilities, including separation between travel modes, along with on-street parking locations.
- 1.6 The study will review the Dublin Community Plan, Envision Dublin, Multimodal Thoroughfare Plan, Bridge Street District Area Plan, Bridge Street District Streetscape Character Guidelines, Bridge Street Zoning Code and Bridge Street District Street Network.
  - 1.6.1 Roadway characters identified in the Thoroughfare Plan will be applicable while evaluating the alignment.
- 1.7 A right-of-way width should be recommended for the Thoroughfare Plan, and typical sections should be provided for the recommended right-of-way.
- 1.8 Impacts to parking lots, buildings, trees, tree lawns, pedestrian ways, drainage, public utilities, private utilities, etc. should be detailed for each alternative.
- 1.9 Consultant will recommend which utilities to follow the proposed alignment.
- 1.10 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.
- 1.11 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 study goals and objectives.
- 1.12 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.
- 1.13 The consultant will provide a final one-page summary graphic depicting the entire recommended alternative.
- 1.14 Conclusions and final recommendations, including roadway alignment, profile, and typical sections that are supported by the study goals and objectives, will be prepared and incorporated into a summary report.
- 1.15 The consultant will prepare a presentation and/or materials for City Council, and the consultant will present study results to City Council.
- 1.16 The consultant will prepare a presentation and/or materials for adjacent jurisdiction and stakeholders, and the consultant will present study results.
- 1.17 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.
- 1.18 The City will provide aerial mapping, available roadway and utility plans in the area upon request. Consultant will supplement as needed with field verification.
- 1.19 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 9, 2024**.



- 1.20 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.
- 1.21 Preliminary budget: \$250,000

## 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 delivery date to be provided in the proposal.

## 4. CONTACT INFORMATION

- 4.1 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 of Transportation & Mobility  
City of Dublin, Ohio  
6555 Shier Rings Road  
Dublin, OH 43016  
614.410.4641  
[twawzkiewicz@dublin.oh.us](mailto:twawzkiewicz@dublin.oh.us)



## T&M Project 2 – John Shields Parkway Grading Study - West of Scioto River

### 1. PROJECT DESCRIPTION

- 1.1 The study will evaluate and recommend the location and grading of John Shields Parkway, the new roadway alignment, between the Indian Run North Fork and the Scioto River.
- 1.2 The consultant will develop study goals and objectives. The consultant will relate each alternative to the elements of the study goals and objectives and how those needs are addressed or not addressed.
- 1.3 The study will evaluate and categorize the various alignments and grading, and determine the feasibility of each. Consultant will recommend alignment, profile, and typical section.
- 1.4 Consultant will review traffic forecasts with turning movements projected for the main points of intersection from previous studies and make any adjustments or updates in assumptions:
  - 1.4.1 John Shields Parkway Study 2016
  - 1.4.2 Year 2050 Dublin Travel Demand Model Estimates
- 1.5 Consultant will recommend pedestrian and bicycle facilities, including separation between travel modes, along with on-street parking locations.
- 1.6 Consultant will describe and graphically depict locations and types of walls, terracing, and other elements to change grade.
- 1.7 The study will review the Dublin Community Plan, Envision Dublin, Multimodal Thoroughfare Plan, Bridge Street District Area Plan, Bridge Street District Streetscape Character Guidelines, Bridge Street Zoning Code and Bridge Street District Street Network.
  - 1.7.1 Roadway characters identified in the Community Plan will be applicable while evaluating the alignment.
- 1.8 A right-of-way width should be recommended for the Thoroughfare Plan, and typical sections should be provided for the recommended right-of-way.
- 1.9 Site impacts should be detailed for each alternative.
- 1.10 Consultant will recommend which utilities to follow the proposed alignment.
- 1.11 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.
- 1.12 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 study goals and objectives.
- 1.13 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.
- 1.14 The consultant will provide a final one-page summary graphic depicting the entire recommended alternative.
- 1.15 Conclusions and final recommendations, including roadway alignment, profile, and typical sections that are supported by the study goals and objectives, will be prepared and incorporated into a summary report.
- 1.16 The consultant will prepare a presentation and/or materials for City Council, and the consultant will present study results to City Council.
- 1.17 The consultant will prepare a presentation and/or materials for adjacent jurisdiction and stakeholders, and the consultant will present study results.
- 1.18 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.
- 1.19 The City will provide aerial mapping, available roadway and utility plans in the area upon request. Consultant will supplement as needed with field verification.
- 1.20 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 9, 2024**.
- 1.21 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 project milestones and final delivery 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 Wawszkiewicz, P.E.**

Deputy Director of Transportation & Mobility

City of Dublin, Ohio

6555 Shier Rings Road

Dublin, OH 43016

614.410.4641

[twawszkiewicz@dublin.oh.us](mailto:twawszkiewicz@dublin.oh.us)



## **T&M Project 3 – Transportation Data Aggregate Dashboard**

### **PROJECT DESCRIPTION**

- 1.1 This project will create a solution to combine transportation related data generated by various vendors into one user interface / dashboard in order to streamline analysis and reporting.
- 1.2 The solution shall be vendor agnostic in order to accommodate as many vendors as possible including but not limited to the following vendors / data sources: Derq, TNL, Bosch, 33 Smart Mobility Corridor connected vehicle data, Iteris, Miovision, Automotus, Fybr, ParkPow, future vendors, etc.
- 1.3 The dashboard will feature the ability to access various vendor platforms / sites from a central location along with the ability to view and compare data from multiple sources at the same time.
- 1.4 The dashboard will feature the ability to create custom reports.
- 1.5 Coordination with the City's IT Department will be required throughout the project.
- 1.6 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.
- 1.7 Preliminary budget: \$300,000

### **2. DELIVERABLES**

- 2.1 The consultant shall provide implementation of the solution as well as training for City staff.
- 2.2 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. All project documentation will be provided in electronic (PDF) format. All project documentation provided in electronic (PDF) format.
- 2.3 Consultant must incorporate comments from Dublin and provide a disposition of comments in subsequent submittals.

### **3. TIME OF COMPLETION**

- 3.1 The final delivery date to be provided in the proposal.
- 3.2 Consultant to determine all 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:

**Marc Dilsaver**

Transportation Program Manager  
City of Dublin, Ohio  
Division of Transportation & Mobility  
6555 Shier Rings Road  
Dublin, OH 43016  
614.410.4653  
[mdilsaver@dublin.oh.us](mailto:mdilsaver@dublin.oh.us)





## **T&M Project 4 – Speed Management Evaluation - Martin Road**

### **1. PROJECT DESCRIPTION**

- 1.1 Develop a complete set of construction drawings for projects to improve the pedestrian environment and control vehicular speeds along Martin Road between Riverside Drive and Sawmill Road. The project will follow the City's Speed Management Program adopted in 2023.
- 1.2 The consultant will develop study goals and objectives. The consultant will relate each alternative to the elements of the study goals and objectives and how those needs are addressed or not addressed.
- 1.3 The consultant will provide a final one-page summary graphic depicting the entire recommended alternative.
- 1.4 Conclusions and final recommendations, including roadway alignment, profile, and typical sections that are supported by the study goals and objectives, will be prepared and incorporated into a summary report.
- 1.5 Impacts to trees, drainage, public utilities, private utilities, etc. shall be assessed and solutions are to be detailed in the design process.
- 1.6 If needed, Consultant shall prepare an Erosion and Sediment Control Plan to meet all City of Dublin and OEPA requirements.
- 1.7 Consultant to follow all City of Dublin, City of Columbus, and ODOT specifications (in order) for design specifications.
- 1.8 Consultant will obtain existing private utility information within project areas.
- 1.9 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.
- 1.10 Consultant shall be required to obtain all regulatory agency approvals and coordinate the approval of plans with the OEPA.
- 1.11 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.
- 1.12 Preliminary Budget: \$20,000

### **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 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 A complete set of construction drawings may be required for the project, depending on the recommendations of the study. The following items shall be considered "if authorized" in the Bulletin Submissions 2 and 3.
  - 2.2.1 All project documentation provided in electronic (PDF) format.
    - 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.
  - 2.2.2 Consultant must incorporate comments from Dublin and provide a disposition of comments in subsequent submittals.
  - 2.2.3 The final plans will be prepared in 11x17 format and one 22"x34" Mylar title sheet (four-mil, double mat).
  - 2.2.4 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 Consultant to determine all project milestones.



#### **4. CONTACT INFORMATION**

The Divisions of Engineering and Transportation & Mobility will be working cooperatively on this project. 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 Managers:

**Tina Wawzkiewicz, P.E.**

Deputy Director of Transportation & Mobility  
City of Dublin, Ohio  
6555 Shier Rings Road  
Dublin, OH 43016  
614.410.4636  
[twawzkiewicz@dublin.oh.us](mailto:twawzkiewicz@dublin.oh.us)

**Marc Dilsaver**

Transportation Program Manager  
City of Dublin, Ohio  
Division of Transportation & Mobility  
6555 Shier Rings Road  
Dublin, OH 43016  
614.410.4744  
[Mdilsaver@dublin.oh.us](mailto:Mdilsaver@dublin.oh.us)



## T&M Project 5 – Development of Micro-Mobility Code Revisions

### 1. PROJECT DESCRIPTION

- 1.1 Explore, assess and develop regulations related to micro-mobility devices in the City of Dublin.
- 1.2 Review relevant background information provided by the City.
- 1.3 Conduct a thorough analysis of the existing regulations. It is likely that there are multiple places in the City's general code of ordinances and regulations that may be relevant.
- 1.4 Prepare an outline of the new code regulations, based upon the findings and analysis from the above tasks. The outline will set out the structure of the new regulations and will be annotated to provide narrative regarding the proposed sections.
- 1.5 Present the outline to City staff, and leadership if desired, to ensure agreement on the direction of the regulations.
- 1.6 Draft regulations following agreement on the outline.
- 1.7 Coordinate with staff and legal counsel throughout the drafting process to ensure that the new regulations are meeting expectations and achieving the desired results.
- 1.8 Present the draft regulations to City staff, leadership, and the public, as needed.
- 1.9 Make any final changes to the draft regulations and guidelines following the review process and prepare a final adoption draft of the regulations.
- 1.10 Consultant will be available to present the regulations to the City Council as needed, including at least two meetings with the Public Services Committee of City Council.
- 1.11 Preliminary Budget: \$30,000

### 2. DELIVERABLES

- 2.1 Prepare reports or memos that include documentation from the various aspects of the project to create a cohesive and comprehensive account of each project. All project documentation will be provided in electronic (PDF) format.

### 3. SUBMISSIONS

#### 3.1 Submission 1: Statement of Qualifications – 10 page limit

- 3.1.1 Due Date: 2:30 p.m., June 25, 2024.

#### 3.2 Submission 2: Proposal – 5 page limit

- 3.2.1 Due Date: 2:30 p.m., July 11, 2024, by invitation only.

### 4. TIME OF COMPLETION

- 4.1 Milestone dates to be presented in the proposal by the consultant.

### 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:

**J.M. Rayburn, AICP**

Planner II  
City of Dublin, Ohio  
Division of Transportation & Mobility  
6555 Shier Rings Road  
Dublin, OH 43016  
614.410.4636  
[Jrayburn@dublin.oh.us](mailto:Jrayburn@dublin.oh.us)



## T&M Project 6 – SR 161 Railroad Grade Separation - Project Development and Funding Applications

### 1. PROJECT DESCRIPTION

- 1.1 The study will evaluate and recommend the project statement, study goals and objectives for creating a grade separated railroad crossing for SR 161 west of Houchard Road.
- 1.2 The consultant will develop logical limits and specific design criteria, including but not limited to the vertical clearance, maximum profile grade, bridge type, etc, for the project.
- 1.3 The study will evaluate and categorize various options, and determine the feasibility of each.
- 1.4 Consultant will recommend alignment, profile, and typical section.
- 1.5 Consultant will review traffic forecasts from previous studies and make any adjustments in assumptions:
  - 1.5.1 West Dublin Passenger Rail Study
- 1.6 Consultant will recommend pedestrian and bicycle facilities, including separation between travel modes.
- 1.7 The study will review the Dublin Community Plan, Envision Dublin, Multimodal Thoroughfare Plan, and the West Innovation District Area Plan.
  - 1.7.1 Roadway characters identified in the Thoroughfare Plan will be applicable while evaluating the alignment.
- 1.8 A right-of-way width should be recommended for the Thoroughfare Plan, and typical sections should be provided for the recommended right-of-way.
- 1.9 Anticipated impacts to parking lots, buildings, trees, tree lawns, pedestrian ways, drainage, public utilities, private utilities, etc. should be detailed.
- 1.10 Consultant will recommend utilities to be relocated with the project.
- 1.11 Preliminary programming level cost estimates shall be prepared. Estimates should include elements such as expected right-of-way acquisition, any potential utility relocations (including fiber optics/DubLink, etc.), design, construction, and construction administration.
- 1.12 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 study goals and objectives.
- 1.13 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.
- 1.14 The consultant will provide a final one-page summary graphic depicting the entire recommended alternative.
- 1.15 Conclusions and final recommendations, including roadway alignment, profile, and typical sections that are supported by the study goals and objectives, will be prepared and incorporated into a summary report.
- 1.16 The consultant will prepare a presentation and/or materials for funding applications, and the consultant will submit funding applications on behalf of the City.
- 1.17 The consultant will prepare a presentation and/or materials for adjacent jurisdiction and stakeholders, and the consultant will present study results.
- 1.18 Funding applications: The Consultant will support the City in pursuing funding for the construction of the project. Consultant will identify funding opportunities and prepare, with City input and review/approval, grant funding applications and submissions. It is estimated that three grant funding submissions will be pursued.
- 1.19 As in "If Authorized" item, the consultant will prepare a presentation and/or materials for City Council, local civic association or other stakeholders, and the consultant will present study results.
- 1.20 The City will provide aerial mapping, available roadway and utility plans in the area upon request. Consultant will supplement as needed with field verification.
- 1.21 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 9, 2024**.
- 1.22 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.
- 1.23 Preliminary Budget: \$75,000



## 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.
- 2.2 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.
- 2.3 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.
- 2.4 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.
- 2.5 Completed funding applications, including the full content of the submission in PDF format, confirmation email from the funding source, and any follow up documentation.

## 3. Time of Completion

- 3.1 Milestone dates to be presented in the proposal by the consultant, including funding application deadlines.

## 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 of Transportation & Mobility  
City of Dublin, Ohio  
6555 Shier Rings Road  
Dublin, OH 43016  
614.410.4636  
[twawzkiewicz@dublin.oh.us](mailto:twawzkiewicz@dublin.oh.us)



## T&M Project 7 – Mobility Focused Traffic Count Program

### 1. 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 typically be prepared with the following criteria, unless otherwise directed:
  - 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.
  - 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 weekly.
- 1.6 Preliminary Budget: \$30,000



### 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 Results are to be provided to the City within two weeks of performing a count.
- 3.2 All counts are expected to be complete by the fall of 2025.

### 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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