



CONSULTANT SERVICES BULLETIN WINTER 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: November 9, 2023
Time: 10:30 a.m. – 12:00 p.m.
Location: Service Center Training Room, 6555 Shier Rings Road, Dublin, Ohio 43016
Virtual Link: <https://bit.ly/winter2023consultantbulletin>

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., November 30, 2023
Submit To: Samantha Moerch
City of Dublin, Division of Transportation & Mobility
6555 Shier Rings Road, Dublin, OH 43016
Email address: sjmoerch@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 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 March 1, 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

Engineering Division Projects:

Engineering Project 1 – Avery Road Sidewalk Connections

1. PROJECT DESCRIPTION

- 1.1 This project will provide a complete set of construction drawings for two sidewalk connections: a 625 feet connection on the east side of Avery Road north of Tara Hill Drive; and a 450 feet connection on the east side of Avery Road north of Wynford Drive.
- 1.2 10 foot minimum offset between edge of sidewalk and pavement
- 1.3 All trees (3 inch caliper and above) and stumps will be surveyed in the project area identifying diameter, type, and health of tree.
- 1.4 Sidewalk alignment (horizontal and vertical) and design elements will be based on the City of Dublin Standard Construction Drawings and engineering best practices.
- 1.5 Consultant will obtain existing public & private utility information and coordinate relocations if necessary.
- 1.6 Consultant is required to coordinate the detailed design of the project with all public and private utilities within the project area. Consultant shall submit progress plans to utility providers for their comment and coordinate any relocation of utilities with the utility companies and the City of Dublin that may be necessary.
- 1.7 The City will provide available roadway and public utility plans in the project area. Consultant will provide field surveying, with a minimum of 1 ft. contours in the design plans, from the center of Avery Road to 30 ft. beyond existing right-of-way.
- 1.8 Perform detailed design of sidewalks, driveway crossings, and driveway connections to Avery Road.
- 1.9 Perform storm drainage review and design storm drainage facilities as necessary for storm runoff.
- 1.10 Property impacts: An estimate of five (5) properties are expected to have various right-of-way and easement impacts. The sidewalk connections will require acquisition of approximately 10 feet right-of-way from the Avery Road properties.
- 1.11 Consultant will prepare 8.5x14 legal descriptions and 8.5x14 legal exhibits for right-of-way acquisitions and for temporary construction easements in City of Dublin format.
- 1.12 Consultant will prepare five individual property right-of-way exhibits in City of Dublin format, either 8.5x11 or 11x17.
- 1.13 Consultant will meet or exceed FCEO requirements for recording right-of-way acquisitions.
- 1.14 Consultant to provide project survey control, set permanent benchmarks, and set right-of-way pins as required.
- 1.15 The NOI Permit and Post BMP treatments are not required for this project.
- 1.16 Consultant to follow all City of Dublin, City of Columbus, and ODOT specifications (in order) for design specifications. Project improvements shall be ADA and PROWAG compliant.
- 1.17 Any lane, shoulder, or ramp closures will be performed in accordance with the current Temporary Traffic Control Manual and the Ohio Manual of Uniform Traffic Control Devices.
- 1.18 If authorized, a total of four non-destructive test holes, not to exceed 8 ft. in depth, may be required at conflicts with underground facilities and proposed storm sewers.
- 1.19 Geotechnical subsurface investigation will not be required.
- 1.20 Consultant shall prepare an Erosion and Sediment Control Plan to meet all City of Dublin and OEPA requirements.
- 1.21 Meetings: Kick-off meeting (in-person), plan submittal comment disposition meetings (3), plus two (2) additional in-person meetings.
- 1.22 Detailed design budget: \$80,000

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.
- 2.3 10%, 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 dates to be presented in proposal by consultant.



- 2.4 Consultant must incorporate comments from Dublin and provide a disposition of comments in subsequent submittals.
- 2.5 The final plans will be prepared in 11x17 and 22x34 format and one 22"x34" Mylar title sheet (four-mil, double mat).
- 2.6 All CAD files and basemaps shall be submitted to the City with the final plans (and any subsequent changes), in Autodesk AutoCAD release 2020 or later in DWG format.

3. TIME OF COMPLETION

- 3.1 All right-of-way location exhibits, legal descriptions and legal exhibits are to be completed by August 20, 2024.
- 3.2 All construction plans are to be completed by March 28, 2025.
- 3.3 Consultant to determine other design project milestones.

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:

Ken Richardson, P.E., P.S.

Senior Civil Engineer
City of Dublin, Ohio
Division of Engineering
6555 Shier Rings Road
Dublin, OH 43016
614.410.4641
krichardson@dublin.oh.us



Engineering Project 2 – Riverside Drive East Shared-Use Path – Section 2 Preliminary Engineering

1. PROJECT DESCRIPTION

- 1.1 Preliminary engineering will evaluate and categorize the preferred alignment and alternates of the shared-use path (SUP) on Riverside Drive between Arrowhead Road and Dublin's northern corporation boundary.
- 1.2 This report will be used to guide and plan the future design and construction phases of the shared-use path project in terms of alignment, hazards, complexities, and costs. This report will likely be utilized in potential grant fund submissions.
- 1.3 The shared-use path width is planned to be 10 foot wide with a 2 foot wide shoulder (6:1 max) on both sides to allow for flexibility with possible funding opportunities. Follow the City of Dublin standard drawing for path composition. The path is planned to be on the east side of Riverside Drive to be consistent with other sections of the SUPs and planned SUPs along Riverside Drive.
- 1.4 This study assumes two overall design alternatives and shall include several (minimum of 3) potential alternatives at any proposed pedestrian bridge structure, retaining wall, box culvert, or other sizeable crossing.
- 1.5 The consultant will perform a full survey identifying existing topography, roadway features and elements including their conditions (including but not limited to; structures, septic tanks, wells, obstructions, historical items, loose stacked limestone walls and their condition, trees greater than 3 caliper inches, walls, fences, mailboxes, driveways, paths, drainage, etc.), public & private utilities, and etc.
- 1.5.1 Survey shall include portions of the roadway and will extend a minimum of 30 feet beyond the right of way, further if alternatives require.
- 1.6 Alternatives shall detail their impacts to all pertinent items for each alternative (see 1.4 & 1.5).
- 1.7 Corporation lines, boundaries, property lines, existing easements, and any other property feature will need to be identified in each of the alternatives. Alternatives are to propose the likely location and size of proposed acquisitions and easements.
- 1.8 The Consultant may utilize City aerial mapping and available utility & roadway plans. Consultant will supplement as needed with field verification and additional mapping.
- 1.9 Multiple 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.
- 1.10 Analysis will be provided and summarized for each alternative by the consultant.
- 1.11 Potential funding sources for the construction of the project shall be identified and timing of submittals proposed. Consultant will put together, with City input and review/approval, grant funding submissions and opportunities (minimum of three grant funding submissions).
- 1.12 Consultant will coordinate with the Citywide Mobility Plan, existing and proposed (Envision Dublin) thoroughfare plan, and Dublin design standards.
- 1.13 Consultant to follow all City of Dublin, City of Columbus, and ODOT specifications (in order) for design specifications. Consultant shall meet all City of Dublin, ADA, and PROWAG requirements.
- 1.14 Preliminary programming level cost estimates shall be prepared for each alternative. Estimates shall include elements such as expected right-of-way acquisition, any potential utility relocations, design and construction items and costs. Cost estimate to be coordinated with funding applications.
- 1.15 The Consultant will identify any limitations of each alternative, create a decision-making matrix, and make a formal recommendation regarding the preferred alternative at each location.
- 1.16 Conclusions and final recommendations that are supported by the preliminary engineering will be prepared and incorporated into a summary report.
- 1.17 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.
- 1.18 Preliminary engineering budget: \$75,000

2. DELIVERABLES

- 2.1 Consultant shall develop a public involvement plan and assume one public meeting and support for additional requests.



- 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.
- 2.3 A 10% over the shoulder alignment review meeting is expected after surveying and basemaps have been developed. Consultant shall be prepared to discuss path alignment, major features, and potential concerns.
- 2.4 60% and 90% draft reports will be submitted to City staff for a 4-week review. Followed by a comment disposition meeting. Milestone date to be presented in proposal by consultant.
- 2.5 The final report will be prepared in 8.5x11 format with graphics not exceeding 11x17.
- 2.6 Consultant must incorporate comments from Dublin and provide a disposition of comments in subsequent submittals.
- 2.7 The consultant shall summarize, and format specifically, all recommendations and graphics for posting on the City's website.
- 2.8 Each of the grant funding applications, exhibits, etc.

3. TIME OF COMPLETION

- 3.1 Report is to be substantially complete by August 1, 2024
- 3.2 Funding applications timeframes to be identified and submitted timely by the Consultant.
- 3.3 Final report is to be submitted by October 1, 2024
- 3.4 Consultant to determine and provide other project milestones.

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:

Brian Gable, P.E.

Deputy Director of Engineering – Design & Construction
City of Dublin, Ohio
Division of Engineering
6555 Shier Rings Road
Dublin, OH 43016
614.410.4641
bgable@dublin.oh.us



Engineering Project 3 – Avery-Muirfield and U. S. 33 WB Ramps/Dublin Methodist Lane Signal Improvements

1. PROJECT DESCRIPTION

- 1.1 Perform detailed design of traffic detection upgrades and traffic infrastructure/lane relocation at the intersection of Avery Muirfield Drive and Dublin Methodist Lane/US State Route 33WB exit ramps.
 - 1.1.1 This project will adjust the US-33WB exit ramp to northbound Avery-Muirfield right turn alignment. Relocation of signal pole mast and arm, signal controller, and pull boxes will be necessitated to allow for alignment adjustments. Replacement of curb, curb ramp, and landscaping is expected.
 - 1.1.1.1 Autoturn analysis shall be performed as part of the design for this project to verify turning radii are sufficient for a variety of movements (Passenger Vehicle, WB-53, and etc.).
 - 1.1.1.2 Selected alternative shall aim to keep overall speeds compliant while allowing for the larger vehicle movement. Use of mountable curb and pavers are anticipated for WB-53 overtracking while keeping lane widths reduced.
 - 1.1.1.3 Existing "porkchop" at this corner of the intersection is to remain in its current location. Northbound traffic entering from the south leg is not expected to be altered or relocated as part of the improvements.
 - 1.1.2 The signal pole on the northeast corner of the intersection is to be relocated to be ADA/PROWAG compliant.
 - 1.1.3 Existing detector loops at all four legs of this intersection are to be removed/abandoned and replaced with a video detection system. The full intersection will be repaved.
 - 1.1.4 Capacity of existing controller conduits will need to be verified, and replaced if necessary.
- 1.2 Meetings: Kick-off meeting (in-person), plan submittal comment disposition meetings (3, virtual), plus two (2) additional in-person meetings.
- 1.3 Impacts to trees, drainage, public utilities, private utilities, traffic/signal patterns 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 shall prepare a detailed Maintenance of Traffic plan for this project. Impacts to traffic movements shall be minimized to the greatest extent possible.
 - 1.5.1 Any lane, shoulder, or ramp closures will be performed in accordance with the current Temporary Traffic Control Manual and the Ohio Manual of Uniform Traffic Control Devices.
- 1.6 Consultant shall prepare detailed traffic signal plans for the relocation and replacement of traffic and detection infrastructure.
- 1.7 Consultant will prepare detailed and surveyed ramp detail for the replaced ramp in this project. Ramp reconstruction shall meet all City of Dublin, ADA, and PROWAG requirements.
- 1.8 Consultant to follow all City of Dublin, City of Columbus, and ODOT specifications (in order) for design specifications. Project improvements shall be fully ADA and PROWAG compliant.
- 1.9 Consultant will obtain existing private utility information within project areas.



- 1.10 Consultant is required to coordinate the detailed design of the project with all public and private utilities within the project area. Consultant shall submit plans to utility providers for their comment and coordinate any relocation of utilities that may be necessary.
 - 1.10.1 Consultant shall verify the location of existing utilities. Proposals shall include performance of utility location (e.g. potholing) as directed.
- 1.11 Consultant shall be required to obtain all regulatory agency approvals and coordinate the approval of plans with the OEPA if necessary.
 - 1.11.1 Permit fees will be paid by the consultant and reimbursed by the City.
- 1.12 Provide project control. Set permanent benchmarks.
- 1.13 Property impacts: Project construction will be fully on City right of way.
- 1.14 Detailed design budget: \$75,000

2. DELIVERABLES

- 2.1 Complete set of construction drawings will be required.
- 2.2 Consultant shall prepare graphics for Council presentation once project is complete. These graphics will outline the improvements and will be color-coded and identify locations of existing and proposed facilities and infrastructure.
- 2.3 All project documentation provided in electronic (PDF) format.
- 2.4 30%, 60%, and 90% plans and Engineer's estimates will be submitted to City staff for a 3-week review. Consultant must incorporate comments from Dublin and provide a disposition of comments in subsequent submittals.
- 2.5 The final plans will be prepared in 11x17 format and one 22"x34" Mylar title sheet (four-mil, double mat).
- 2.6 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 **September 13, 2024**.
- 3.2 Consultant to determine and provide other project milestones.

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:

Jared Groves, P.E.
Civil Engineer II
City of Dublin, Ohio
Division of Engineering
6555 Shier Rings Road
Dublin, OH 43016
614.410.4625
Jgroves@dublin.oh.us



Transportation & Mobility Division Projects:

T&M Project 1 – Signature Trail Study

1. PROJECT DESCRIPTION

- 1.1 Develop a feasibility study to construct a Signature Trail in the City of Dublin, including recommended phasing for the project.
- 1.2 The Signature Trail is contemplated to feature wide pedestrian and bike facilities in a greenway and/or riparian corridor.
- 1.3 The feasibility study will need to incorporate and complement the Dublin Corporate Area Plan (DCAP) and the Dublin Metro Center Strategic Framework Plan.
- 1.4 Study Area: The trail is oriented east-west, connecting Darree Fields to the Sawmill Road corridor and serving as an economic development catalyst in the Metro Center Office District.

Step 1: Project Alignment

- 1.5 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.
- 1.6 Establish the problem statement, study purpose, and key study objectives.
- 1.7 Project Kick-off Meeting: Meeting with Staff to establish and align study objectives, coordination, and share information.

Step 2: Existing Conditions Assessment

- 1.8 Purpose: Identify and compare alternative alignments of the Signature Trail. For each alternative, determine feasibility through consideration of existing right-of-way, preliminary costs for land acquisition, estimated cost to build new 12-foot shared use path and 6-foot sidewalk where currently none exist and the estimated cost to upgrade existing pedestrian/bike facilities to 12-foot shared use path and 6-foot sidewalk, where appropriate and feasible. The preference for the Signature Trail alignment is to avoid long segments of trail that are adjacent to roadways in favor of greenways, riparian corridors, naturally wooded areas, prairies and publically-owned parkland.
- 1.9 Identify and frame opportunities, challenges, and key concepts that provide a foundation for subsequent steps within the study.
- 1.10 Working Group Meeting #1: Consultant-facilitated meeting and presentation on defining the ideal Signature Trail in Dublin and reviewing the potential alignment.
- 1.11 Create a map of the study area that visually shows how the alignment of the Signature Trail integrates with Dublin's transportation system, highlighting the Emerald Trail (Central Ohio Greenway), COTA bus stops, proposed bike share stations, planned mobility hubs, bike commuter corridors as well as the Dublin neighborhoods and business districts that are within a half mile of the Signature Trail.
- 1.12 Summary memo for Items 1.8 through 1.11.

Step 3: Trail Design Analysis

- 1.13 Purpose: Explore and evaluate design components to include in the Signature Trail.
- 1.14 Incorporating input from the public and city staff, recommend Signature Trail design components and trail amenities.
- 1.15 Develop mitigation strategies for segments of the proposed Signature Trail with space constraints, other physical barriers or adjacent to roadways.
- 1.16 Create a map of the study area that visually shows where the Signature Trail intersects with Dublin's roadway network, highlighting points of potential crossings at existing or future crosswalk facilities.
- 1.17 Identify and propose safety zones around major community centers of activity where increased safety measures should be provided. Safety measures can include, but are not limited to, increased signage or pavement markings, raised or differentiated materials at crossings and street lighting.
- 1.18 Establish standard minimum widths for Signature Trail construction.
- 1.19 Establish standard materials for the Signature Trail components, giving consideration to pedestrian and shared use path components as well as pavement materials for bridges and areas of the trails that may not drain well.



- 1.20 Recommend location of trailheads at strategic locations, giving consideration to existing city-owned park facilities with public restrooms.
- 1.21 Recommend type, quantity and location of amenities along the Signature Trail including water fountains, benches, shelters, tire pump stations, bike parking and storage and trash/recycling receptacles.
- 1.22 Mobile & Digital Access: Create digital content specific to the Signature Trail for the City's GoDublin mobile app and website to aid in wayfinding and to highlight nearby destinations as well as nearby trail amenities. This task shall be completed with collaboration and input from the City's Division of Communications and Public Information (CPI).
- 1.23 Public Involvement: Consultant will host an in-person public meeting to solicit public feedback relating to the trail's design components and character. The consultant will also develop questions for an online survey to solicit public feedback relating to the trail's design components and character. Both the public meeting and survey should be formatted to include photos, images and other visual examples of possible design components.
- 1.24 Working Group Meeting #2: Consultant-facilitated meeting and presentation on the design components of the Signature Trail. Public involvement activities shall include an online survey.
- 1.25 Draft Report: 30% progress.

Step 4: Placemaking Analysis

- 1.26 Purpose: Develop a placemaking plan for the Signature Trail.
- 1.27 The Signature Trail is envisioned to be subdivided into several segments, each with a unique placemaking theme or identity. The Consultant will propose segment lengths.
- 1.27.1 One placemaking segment should pay homage to Dublin's history and cultural assets, drawing inspiration from [Dublin's 2017 Historical and Cultural Assessment](#).



- 1.27.2 One placemaking segment should highlight Dublin's diversity, celebrating that the community has the largest percentage of Asian people among any city in Ohio. This segment should also reflect the City's multiculturalism as it relates to New Americans, people of color and the LGBTQ+ community.
- 1.27.3 One placemaking segment should feature a collection of creative living plant sculptures that include a mix of local wildlife and zoo animals.



- 1.27.4 One placemaking segment should incorporate a series of immersive public art experiences.



1.27.5 One placemaking segment should incorporate a futuristic theme with an emphasis on lighting components and applications.



1.28 The placemaking segments should be designed and sequenced in a way that the experience tells the narrative of Dublin's past, present and future while also underscoring that creativity and imagination are part of the City's identity.

1.29 Develop crosswalk typologies and treatments for the Signature Trail at points of crossings (see Items 1.16 and 1.17).

1.30 Develop a system of trail pavement markings to enhance user safety and aid in wayfinding.

1.31 Draft Report: 60% progress.

Step 5: 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 phasing of implementation and strategies to address Signature Trail challenges and opportunities. This list shall include land acquisition, infrastructure projects, trail furnishings and amenities, placemaking components and operational strategies and policy recommendations. The Consultant shall describe how the recommended projects, policies, and actions were developed, evaluated, and prioritized.

1.35 Develop planning level cost estimates associated with each phase. Costs should include design, land acquisition, utility relocation and construction.

1.36 Working Group Meeting #3: Consultant-facilitated meeting and presentation on study recommendations and other highlights.

1.37 Draft Report: 90% progress.

1.38 Preliminary budget: \$350,000

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. 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. CITY COUNCIL MEETINGS

- 3.1 Present to a Committee of City Council: Prior to finalizing recommendations, present to a Committee of Dublin City Council on the research for furnishings and provide recommendations for feedback.
- 3.2 Present to City Council: After presenting to a Committee of City council, the Consultant will present an overview of the project to Dublin City Council.

4. TIME OF COMPLETION

- 4.1 The final delivery date to be provided in the proposal.
- 4.2 Consultant to determine all project milestones.

5. CONTACT INFORMATION

- 5.1 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:

J.M. Rayburn, AICP

Planner II

City of Dublin, Ohio

Division of Transportation & Mobility

6555 Shier Rings Road

Dublin, OH 43016

614.410.4653

jrayburn@dublin.oh.us



T&M Project 2 – COTA Bus Stop Improvements

1. PROJECT DESCRIPTION

- 1.1 The consultant will size concrete landing pads, explore a variety of options for furnishings and shelters, develop a standard landscape package and provide recommendations as it relates to furnishings, canopy and landscaping to improve five (5) Central Ohio Transit Authority (COTA) bus stops in the City of Dublin. Each bus stop improvement will include a landing pad, shelter, bench, trash receptacle, two (2) bike racks and landscaping.
- 1.2 COTA bus stop locations:

Bus Stop ID	Stop Name
7183	Sawmill Rd & W Dublin-Granville Rd
7679	Sawmill Rd & Sawbury Blvd (Bright Rd)
7218	Sawmill Rd & Hard Rd
7681	Sawmill Rd & Snouffer Rd
7703	W Dublin-Granville Rd & Dale Dr

- 1.3 Coordination with the City of Dublin’s Division of Planning and the Central Ohio Transit Authority is required for the project.
- 1.4 Styles of the furnishings and shelter should be contextual to their surroundings.
- 1.5 The design of concrete landing pads should reference the latest version of [COTA’s Transit Stop Design Guide](#). The concrete landing pad should be sized appropriately to accommodate the selected furnishings and shelter design at each location.
- 1.6 The Consultant will explore with COTA the relocation of Stop 7183 at Sawmill Rd & W Dublin-Granville Rd. The preference is to move the stop approximately 200 linear feet northwest of the current location due to limited public right-of-way.
- 1.7 Stop 7679 at Sawmill Rd & Sawbury Blvd/Bright Rd needs a shelter and furnishings, a concrete pad is being placed by others under a separate project. Plans are available upon request.
- 1.8 Impacts to trees, drainage, public utilities, private utilities, etc. shall be assessed and solutions are to be detailed in the design process.
- 1.9 Consultant to follow all City of Dublin, City of Columbus, ODOT, and COTA specifications (in order) for design specifications.
- 1.10 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.
- 1.11 Preliminary design budget: \$25,000

2. DELIVERABLES

- 2.1 An implementation plan with recommendations for the dimensions of concrete landing pads, and styles and locations of furnishings and canopy for each site is required for the project.
- 2.2 All project documentation provided in electronic (PDF) format.
- 2.3 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.
- 2.4 Consultant must incorporate comments from Dublin and provide a disposition of comments in subsequent submittals.
- 2.5 The final plans will be prepared in 11x17 format.
- 2.6 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. CITY COUNCIL MEETINGS

- 3.1 Present to the Public Services Committee of City Council: Prior to finalizing recommendations, present to the Public Services Committee of Dublin City Council on the research for furnishings and provide recommendations for feedback.



3.2 Present to City Council: After presenting to the Public Services Committee of City council, the Consultant will present an overview of the project to Dublin City Council.

4. TIME OF COMPLETION

4.1 The final delivery date to be provided in the proposal.

4.2 Consultant to determine all project milestones.

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

614.410.4653

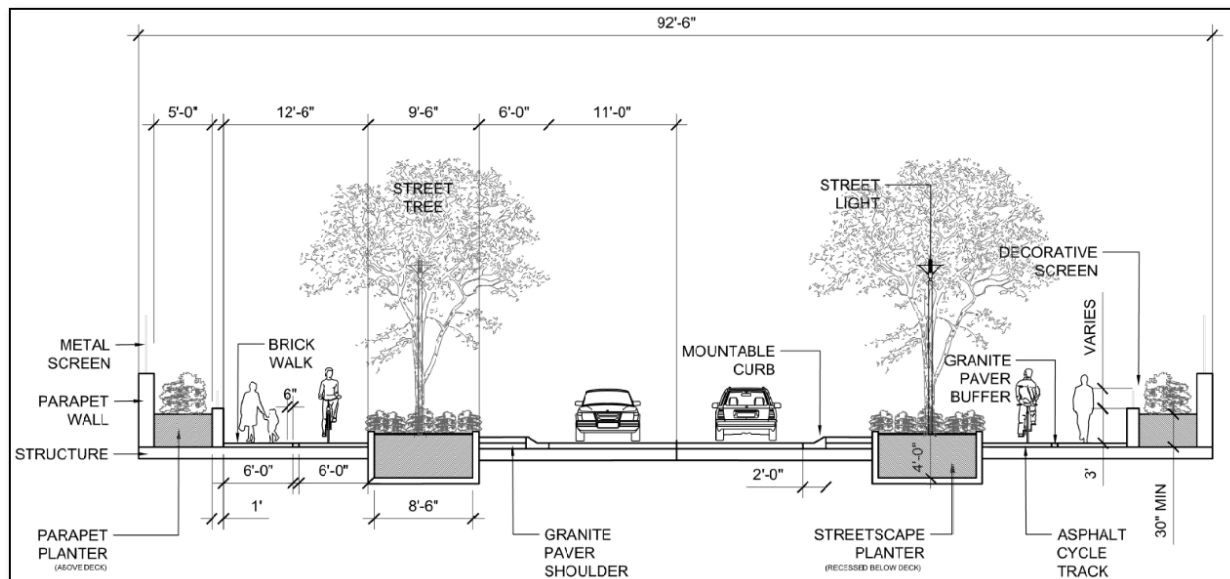
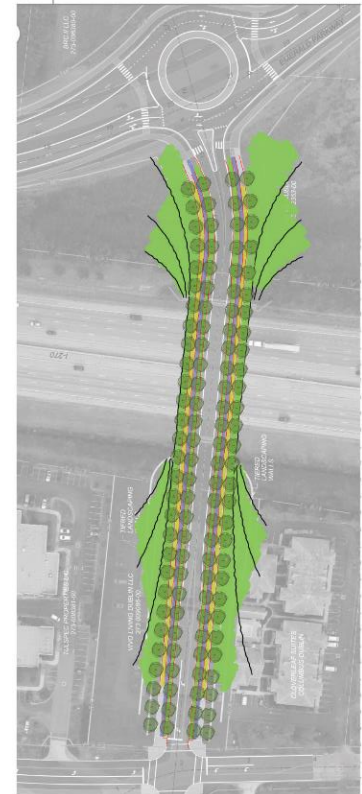
jrayburn@dublin.oh.us



T&M Project 3 – I-270 Crossing between Tuller Road and Emerald Parkway – Detailed Design

1. PROJECT DESCRIPTION

- 1.1 The goal of the project is to provide access for all roadway users between the Bridge Street District and the Bright Road neighborhood. The route will provide an alternative to Sawmill Road and improve connectivity in the area. It is important to create a welcoming environment and establish profile grades suitable for all users.
- 1.2 The Consultant will develop a complete set of construction drawings for the project based on the Feasibility Study and Preliminary Engineering performed to date for the proposed roadway connection between Tuller Road and Emerald Parkway over I-270 west of Sawmill Road.
- 1.3 This project includes the design of a bridge, traffic signal at Tuller Road and Village Parkway/proposed roadway and a roundabout at the proposed roadway and Emerald Parkway intersection. The installation of the traffic signal may be delayed, depending on signal warrant criteria. More detail is provided below.
- 1.4 The bridge includes two travel lanes, separated facilities for bicycles and pedestrians, landscaping, and aesthetics between the vehicular traffic and vulnerable users, and between the edge of the bridge and the vulnerable roadway users. Decorative screening will be incorporated to meet the requirements of vandal protection fencing. The bridge will also include street lighting. Reference the image below for the most recent concept.
- 1.5 Bridge aesthetics for substructure units and parapets are anticipated.
- 1.6 A minimum of 16.5-ft vertical clearance will be maintained over I-270.



- 1.7 The proposed roadway beyond both ends of the bridge will also include two travel lanes, separated facilities for bicycles (6 to 12-ft wide) and pedestrians (at least 7-ft wide) on both sides of the roadway, landscaping, and street lighting. The section south of the bridge will resemble Bridge Park roadway treatments, with 11-ft travel lanes, sidewalk at the back of curb and tree grates or plantings instead of tree lawns. The section north of the bridge will transition to more of a suburban corridor with 12-ft travel lanes and 8-ft tree lawns. The design speed

- for the proposed roadway is 25 mph. Design elements will be incorporated to encourage drivers to comply with this design speed.
- 1.8 A tree survey will be necessary for any trees (over 3 caliper inches) within the project area identifying species, caliper, and health.
 - 1.9 Geotechnical investigations shall be performed. Consultant will provide the City a preliminary report for review prior to finalizing the report and submitting to the City.
 - 1.9.1 Bridge related borings: 4 at each pier(s) and each abutment to bedrock and 10 feet into bedrock. Geotechnical report shall characterize bedrock including hardness.
 - 1.9.2 Roadway related borings: 10 evenly spaced borings for the roadway, with an additional 10 borings if authorized a minimum of 10 feet in depth and 5 feet into bedrock if encountered.
 - 1.10 Supporting infrastructure of lighting, landscaping, electrical, etc. on the bridge shall not be located within the bridge deck itself and shall be designed in such a way to be accessible for maintenance by City staff.
 - 1.11 Impacts to trees, drainage, public utilities, private utilities, etc. shall be assessed and solutions are to be detailed in the design process.
 - 1.12 Coordination with other public agencies will be required for this project. The Consultant shall coordinate with the City of Dublin on all project communication with other public and private entities.
 - 1.13 The Consultant shall follow the ODOT LPA PDP process, and develop an environmental document, following NEPA requirements.
 - 1.14 Consultant shall prepare an Erosion and Sediment Control Plan and SWPPP to meet all City of Dublin and OEPA requirements.
 - 1.15 Consultant to follow all City of Dublin, City of Columbus, and ODOT specifications (in order) for design specifications. Bridge Design standards will follow City of Dublin then ODOT specifications.
 - 1.16 Consultant will obtain existing private utility information within project areas.
 - 1.17 Consultant is required to coordinate the detailed design of the project with all public and private utilities within the project area. Consultant shall submit progress plans to utility providers for their comment and coordinate any relocation of utilities that may be necessary.
 - 1.18 Consultant shall be required to obtain all regulatory agency approvals and coordinate the approval of plans with the OEPA.
 - 1.19 Construction plans and specifications will be prepared to be a complete and biddable set of construction plans.
 - 1.20 Permit fees will be paid by the consultant and reimbursed by the City.
 - 1.21 Provide project control. Set permanent benchmarks.
 - 1.22 Property impacts: An estimate of nine (9) parcels are expected to have various right-of-way and easement impacts.
 - 1.23 Signal warrant analysis shall be performed and documented to determine the installation year for the traffic signal. Previous studies have shown the signal is warranted in 2050. Volumes will be developed by the Consultant for the opening day. The Consultant shall calculate which year the traffic volumes will warrant the signal installation based on straight-line growth between opening day and 2050. Regardless of whether the signal is warranted on opening day, the intersection layout shall accommodate the full design of the signal, to minimize rework when the signal is installed. The necessary conduit installation will occur with this project.
 - 1.24 A full set of right-of-way plans shall be included in the project, following ODOT standards and guidelines.
 - 1.25 A drainage report shall be included in the project, following ODOT and Dublin standards and guidelines.
 - 1.26 ADA and PROWAG Requirements: All intersections, driveways, ramps and paths shall be designed to meet ADA and PROWAG requirements throughout the project. Crossings and ramps shall be provided on each proposed intersection approach.
 - 1.27 Bridge Structure: The recommended bridge structure type is the two-span steel beam providing benefits both in cost and aesthetic appeal.
 - 1.28 Roadway Lighting: Lighting to be per ODOT CMS (current edition) and City of Dublin SCD SL-01 through SL-08. The project will also use lighting consistent with the Bridge Street District. The Consultant will perform the LED lighting layout and provide it to the City in CAD and Visual format. The Consultant shall be responsible for generating the circuit diagram, voltage drop calculations and quantity calculations.



- 1.29 Decorative Bridge Lighting: Perform a bridge lighting concept study, developing two alternatives for decorative lighting of the various bridge architectural elements. Lighted elements considered will include the main concrete arch façade, abutment side walls, piers, panels, planters, railing, etc. The two concepts will be presented graphically for the City's review including estimates of probable cost.
- 1.30 Final design of the selected concept will be provided on an "if authorized" basis following selection of a preferred concept.
- 1.31 The outside of the parapet will feature text to identify "Dublin" with contrast between the lettering and background.
- 1.32 Traffic Control: Signing will follow the City of Dublin Standard Construction Drawings for Typical Street Signs and Bridge Street District Typical Street Signs, then ODOT and OMUTCD standards in order. Pavement marking (Item 644 - Thermoplastic Pavement Markings) plans shall be in accordance with Ohio Manual of Uniform Traffic Control Devices and the ODOT C&MS, current edition.
 - 1.32.1 Bridge markings are to recessed, Item 647 – Preformed pavement markings.
- 1.33 Traffic Signal: Follow City of Dublin and ODOT standards for traffic signals on the project. The consultant will provide design and recommend upgrades (addition of battery backup, cabinet riser for battery backup, etc.) at the signal as necessary for the project work. Consultant will provide full detailed design for the signal.
- 1.34 Detection and advanced technology: A detection package, to include data analytics, shall be recommended by the Consultant. Design for dilemma zone detection for the main direction of travel and for stop bar, left turn lane detection on the side streets.
- 1.35 Roundabout design has been considered in the feasibility and preliminary engineering studies. These studies should be used to develop the final design of the roundabout, with a focus on speed management and vulnerable user comfort. Crossings shall follow the recently approved PROWAG rules.
- 1.36 Maintenance-of-Traffic: Two-way traffic shall be maintained on the existing local routes throughout the project area at all times. This will require temporary lane reductions and crossovers. Short-term, off-peak closures will be required during changes of phases. Limited traffic shifts and overnight lane closures will be necessary on I-270 in order to construct the proposed overpass, and must be coordinated with ODOT.
- 1.37 Utility Relocations: Coordination will be led by the Consultant with assistance from the City of Dublin as necessary.
 - 1.37.1 Public Utilities: In general, design roadway to minimize utility relocations when possible. The City will provide plans for public utilities in the project area.
 - 1.37.2 Private Utilities: In general, design roadway to minimize utility relocations when possible. The Consultant will contact all existing utility providers in the area and map accurately horizontal and vertical alignments. In conjunction with each plan submission, consultant will provide plans to all existing utility providers and ask for comments and feedback on the plans. The Consultant will document that each utility provider either provides a "No Conflict" letter or their intent to relocate their facilities by a specific clear date. The Consultant will make all CAD files available to the utility companies as necessary. The 30%, 60%, 90% and final versions of the construction drawings are to be submitted to the involved private utility companies. Copies of transmittal letters will be submitted to the City. Consultant to coordinate private utility relocations and provide a utility note (similar to ODOT project utility note) for incorporation in the project documents.
 - 1.37.2.1 AEP has performed multiple upgrades in the area and has plans for additional work. Consultant will need to coordinate with AEP and provide guidance to AEP/the City for proposed AEP work to be located without conflict to project proposed work.
 - 1.37.3 The Consultant shall include duct bank in the bridge design, coordinating the size and location with the City.
 - 1.37.4 Non-destructive testing may be required at ten (10) locations to locate existing utilities at critical utility crossing locations with proposed underground work. The Consultant will submit plans with test results to each utility provider for their record and coordination of potential relocation.
- 1.38 Funding applications: The Consultant will support the City in pursuing funding for the construction of the project. Consultant will prepare, with City input and review/approval, grant funding submissions and opportunities. This is estimated that three grant funding submission will be pursued.
- 1.39 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.



1.40 Preliminary budget: \$2,100,000

2. DELIVERABLES

- 1.41 A complete set of construction drawings, right-of-way drawings, drainage report, signal warrant analysis, signal detection package recommendation, and environmental document are required for the project.
- 1.42 Graphics and renderings will be required for bridge layouts, aesthetic features, and components.
- 1.43 Multiple exhibits will be needed for Council presentations regarding acquisitions, funding/maintenance agreements, project schematics, and etc.
- 1.44 Project and Utility roll plots with proposed and existing features will be needed for 30%, 60% 90% and final plan designs.
- 1.45 All project documentation provided in electronic (PDF) format.
- 1.46 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.
- 1.47 Milestone dates to be presented in proposal by consultant.
- 1.48 Consultant must incorporate comments from Dublin and provide a disposition of comments in subsequent submittals.
- 1.49 The final plans will be prepared in 11x17 format and one 22"x34" Mylar title sheet (four-mil, double mat).
- 1.50 All CAD files and basemaps shall be submitted to the City with the final plans (and any subsequent changes), in
- 1.51 Autodesk AutoCAD release 2022 or later in DWG format.

3. TIME OF COMPLETION

- 3.1 All construction plans are to be completed by **June 3, 2025**.
- 3.2 Acquisitions (legal descriptions and exhibits submitted) must all be submitted by December 1, 2024.
- 3.3 Consultant to determine other 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.

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T&M Project 4 – General T&M Task Order

2. PROJECT DESCRIPTION

- 2.1 Respond to City's requests for various Transportation & Mobility evaluations and analysis on a case-by-case basis. Projects may include intersection capacity analysis, conceptual layouts for roadway and bike/ped improvements, signal timing optimization, technology research/recommendations, speed studies, sight distance reviews, researching and recommending funding options, etc.
- 2.2 Illustrations and graphics will be important to convey the intent and findings of the studies.
- 2.3 Conclusions and final recommendations that are supported by the studies will be prepared and incorporated into a summary report or memo.
- 2.4 Status updates: Consultant will provide written project updates on a weekly basis via e-mail.
- 2.5 Preliminary budget: \$50,000

3. DELIVERABLES

- 3.1 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.

4. TIME OF COMPLETION

- 4.1 Completion dates for individual tasks will be scheduled at the time of the request.
- 4.2 The Task Order contract will expire **March 2025**.

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:

Tina Wawzkiewicz, P.E.
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T&M Project 5 – School Zone Flashing Beacons and Driver Feedback Signs – Citywide Communication

1. PROJECT DESCRIPTION

- 1.1 This project will design and install a central programming and communication system for time-based school flashers and driver feedback signs. Predictable and accurate school zone timings are needed to ease maintenance, improve driver compliance and improve safety and comfort for students.
- 1.2 A wireless communication system is preferred. Communication must be made between the central system and each sign at least once per day, and the system must also have the ability to provide direct communication, provide health of the system information, and Dublin must be able to change the programming at any and all locations on demand.
- 1.3 Status reports must be generated by the system and sent via email or text message when there is an outage in the system.
- 1.4 Existing equipment, such as flashing beacons and driver feedback signs should be used for the project, to the extent possible. There are a few different manufacturers of existing signs within the project.
- 1.5 The project shall include programs for all school levels and School Districts operating within the Dublin corporation boundary, including Dublin City Schools, Hilliard City Schools, and Saint Bridget. Programming shall include school days, non-school days, early release (such as the last day of school), late start (such as working Wednesdays), etc.
- 1.6 The solution shall provide the ability to run different programs at different locations for each calendar day with an easily editable system-wide interface or dashboard.
- 1.7 The solution shall provide the ability to delay and turn off the school programming for all locations on short notice, such as inclement weather days.
- 1.8 Initially, a minimum of 37 school zone flashers and 27 dual display driver feedback signs supporting the school zones will be included in this project, with the ability to phase this installation, as well as expand the system. Locations to be coordinated with City staff.
- 1.9 If authorized, an additional 7 single display driver feedback signs may be added to the project.
- 1.10 Consultant will obtain existing private utility information within the project areas.
- 1.11 The consultant is required to coordinate the detailed design of the project with all public and private utilities within the project area. The consultant shall submit progress plans to utility providers for their comment and coordinate any relocation of utilities that may be necessary.
- 1.12 The City will provide aerial mapping, available roadway and utility plans in the areas upon request. Consultant will supplement as needed with field verification.
- 1.13 No land acquisition is expected with this project, as equipment is anticipated to fit within existing right-of-way.
- 1.14 Preliminary budget: \$550,000



2. DELIVERABLES

- 2.1 Equipment is to be installed, programmed and tested for consistent communication and accurate timings.
- 2.2 Access to programming and training on the system shall be provided to at least 10 City employees.
- 2.3 Programming must include the remaining school calendar and the following school year.
- 2.4 A complete set of construction drawings and specifications will be required for the project.
- 2.5 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.
- 2.6 Consultant must incorporate comments from Dublin and provide a disposition of comments in subsequent submittals.



- 2.7 The final plans will be prepared in 11x17 format and one 22"x34" Mylar title sheet (four-mil, double mat).
- 2.8 All CAD files and base maps 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 The final delivery date to be provided in the proposal.
- 3.2 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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