# Consultant Services Bulletin Abbreviated - Summer 2026

## 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. For the Abbreviated Bulletin, Statement of Qualifications submissions from the past year have been reviewed and firms have been short listed and invited to submit proposals on the subject projects.

## Submission 1: Proposal – 8 page limit

- Projects of Interest
- Firm Qualifications
- Project Team and Relevant Experience
- Point of contact email address
- Reference Projects
- Project Understanding
- Project Approach
- Schedule and Time of Completion
- References
- ODOT Prequalification

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| Due Date: | 2:30 pm on June 4, 2026 |
| Submit To: | Colleen Trimmer<br>City of Dublin, Division of Engineering<br>6555 Shier Rings Road, Dublin, OH 43016 |
| Email address: | ctrimmer@dublin.oh.us |
| Email Subject: | Proposal – Consultant Services Bulletin Summer 2026 |
| Page Limit: | 8 pages (8 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 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.

## Projects of Interest

Please indicate which projects within this Bulletin you are interested in pursuing, based on the attached short list. 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, Relevant Experience, and Point of Contact

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. Identify the name and email of the point of contact for the Bulletin process.

## 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.

## 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 **July 22, 2026**.

## 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.

## 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 – Emerald Parkway over Scioto River Bridge Maintenance

1. **PROJECT DESCRIPTION**

1.1 The project is to address on-going maintenance items on the Emerald Parkway over the Scioto River Bridge (FRA-EMPKY-0367 SFN 2569124) as referenced in the attached inspection reports as **Appendix A**. The original plans for the bridge have also been included for reference as **Appendix B**. There are various items to be addressed, with the focus on addressing the scour issues. In general, the issues the City desires for the consultant to address via construction plans are:

1.1.1 **Scour**:

1.1.1.1 Pier 2 columns are scoured exposing the footers and are in need of armoring. Consultant is to provide scour countermeasures as identified in the attached Bridge Scour Plan of Action (POA). Consultant shall review the POA, the latest bridge inspection reports, and perform surveying of the existing scour conditions at Pier 2 to provide recommended scour countermeasures and monitoring recommendations to the City. Once countermeasures are decided upon, the consultant shall prepare a simple construction plan set to install said countermeasures complete with a construction cost estimate.

1.1.2 **Girders**:

1.1.2.1 Tighten one loose bolt at the south face of the girder 4 splice.

1.1.3 **Bearings**:

1.1.3.1 Section loss at bottom of visible portion of SE connection rod, G2 @ P2

1.1.3.2 Pier 1, girder 1 bearing - shear pin removable by hand.

1.1.3.3 Pier 2, girder 1 bearing - shear pin removeable by hand.

1.1.3.4 Pier 2, girder 4 bearing - shear pin is removable by hand.

1.1.3.5 Pier 2, Center Cap South bearing: NW anchor is loose and can be removed by hand.

1.1.4 Repair non-perforated drain pipe disconnected at Forward Abutment, Bay 1.

1.1.5 Clean abutment seats

1.1.6 **Pier Columns**:

1.1.6.1 3 spalls total up to 1 SF. One spall also exists at the northwest corner. Pier 3 footing, east face exhibits a 12-inch-long by 7-inch-wide by 1-inch-deep spall and an 8-inch diameter spall with similar depth along top of the footing.

1.1.6.2 Erosion gully causing minor erosion at the base of Column 4 at Pier 3 (37" max. exposure).

1.1.7 **Slope Protection**:

1.1.7.1 Large erosion swale at the SE embankment. Rock has been placed to mitigate erosion but has been ineffective.

1.1.7.2 Fill (if appropriate) unprotected, open hole for a water storage tank on west slope under the bridge at 2/3-span of Span 1 between girders 4 and 5.

1.2 Meetings: One (1) Kick-off meeting (in-person), three (3) plan submittal comment disposition meetings (virtual), plus two (2) additional in-person meetings.

1.3 Impacts to trees, drainage, public utilities, private utilities, etc. shall be assessed and solutions are to be detailed and communicated throughout the design process.

1.3.1 It is the project's intent to minimize impacts to existing utilities, but relocation of some existing structures is expected.

1.4 Consultant to follow all pertinent City of Dublin, City of Columbus, and ODOT specifications (in order) for design specifications.

1.5 Consultant shall be required to obtain all regulatory agency approvals and coordinate the approval of plans with the OEPA.

1.5.1 Permit fees will be paid by the consultant and reimbursed by the City.
1.6 Provide project control. Set permanent benchmarks.
1.7 The City's budgeted amount for this project is **$25,000.**

## 2. DELIVERABLES

2.1 One simplified set of construction drawings will be required for this project.
2.1.1 The consultant shall reference the original record plans, with additional notes and details as required, for this simplified construction set.
2.2 No right-of-way impacts are anticipated with this project and shall be avoided for project expediency.
2.3 All project documentation provided in electronic (PDF) format.
2.3.1 The consultant shall submit a preliminary scour plan for review and discussion with the City. The preliminary submittal will propose a preferred plan of action with a level of detail necessary to determine its feasibility, while discussing other options reviewed to address scouring. This can be held as an over-the-shoulder meeting, consultant to specify.
2.3.2 50% plans and Engineer's estimate will be submitted to City staff for a 3-week review, followed by a comment disposition meeting.
2.3.3 Milestone dates are to be presented in the 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 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 **October 30, 2026**.
3.2 50% plans shall be submitted by **September 21, 2026.**
3.3 Consultant to determine 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.**
Director – Capital Projects
City of Dublin, Ohio
Division of Engineering
6555 Shier Rings Road
Dublin, OH 43016
614.410.4641
bgable@dublin.oh.us

## Engineering Project 2 – Metro Center Revitalization Catalytic Sites – Sanitary & Stormwater Improvements

- See Appendix C.

# Transportation & Mobility Division Projects:

## T&M Project 1 – East Bridge Street – Pedestrian Improvements at Riverside and at Dale – Detailed Design

### 1. PROJECT DESCRIPTION

1.1 This project includes the detailed design of safety enhancements on East Bridge Street, Dale Drive and at the SR 161 & Riverside Drive roundabout, focusing on pedestrian improvements to create a more comfortable, urban, and walkable environment. The project is based on recommendations from the East Bridge Street Corridor Vision Study.

1.2 Improvements include:

- Pavement resurfacing.
- Pavement marking adjustments to narrow lanes on all four Riverside roundabout approaches.
- Installation of HAWK signals at roundabout crosswalks to assign pedestrian right of way on the north and east legs of the Riverside roundabout.
- Advanced yield lines at roundabout crosswalks.
- Curb ramp improvements at the E. Bridge Street and Dale Drive intersection.
- Ladder-style crosswalk markings at Dale Drive intersection.
- Implementation of a Leading Pedestrian Interval (LPI) for the north-south crosswalk at the E. Bridge Street and Dale Drive intersection.

1.3 The timing of these improvements will be coordinated with nearby development(s), particularly Block Y on the southeast corner of the SR 161 roundabout.

1.4 Consultant will obtain existing public & private utility information and coordinate relocations if necessary.

1.5 Consultant 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.

1.6 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.

1.7 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.

1.8 Geotechnical subsurface investigation may be required.

1.9 If authorized, non-destructive test holes may be required.

1.10 Permit fees will be paid by the consultant and reimbursed by the city.

1.11 Meetings: Kick-off meeting (in-person), plan submittal comment disposition meetings (3), plus two (2) additional in-person meetings.

1.12 Preliminary Budget: $300,000



Narrow Lanes with Striping


Leading Pedestrian Interval (LPI)



Pedestrian Hybrid Beacon (HAWK)


High-Visibility Crosswalk Markings



Advanced Yield Markings


Separate Curb Ramps

## 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.

2.2 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

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.**
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## T&M Project 2 – Mobility Focused Traffic Count Program

### 1. PROJECT DESCRIPTION

1.1 Conduct mobility focused traffic counts.

1.2 Work with City staff to determine locations of need and high use for vulnerable users.

1.3 Define a minimum of 10 locations to count vehicular, pedestrian, bicycle, and other micro-mobility devices.

1.4 Recommendations will be submitted for review and comment to the city prior to conducting counts.

1.5 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.

1.6 Status Updates: Consultant will email project updates weekly.

1.7 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 2026.

### 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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