Consultant Services Bulletin
Winter 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. 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 18, 2026
Time:	2:00 – 3:30 PM
Location:	Service Center Training Room, 6555 Shier Rings Road, Dublin, Ohio 43016
Virtual Link:	https://bit.ly/Winter2026BulletinMtg
Password:	Dublin1

Submission 1: Statement of Qualifications – 5 page limit

- Projects of Interest
- Firm Qualifications
- Project Team and Relevant Experience
- Point of contact email address
- Reference Projects
- References
- ODOT Prequalification

Due Date:	2:30 pm on December 8th, 2026
Submit To:	Colleen Trimmer City of Dublin, Division of Engineering 6555 Shier Rings Road, Dublin, OH 43016
Email address:	ctrimmer@dublin.oh.us
Email Subject:	SOQ – Consultant Services Bulletin Winter 2026
Page Limit:	5 pages (5 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.

Projects of Interest

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 **March 18, 2027**.

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 the timeframe provided in 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 project 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 – Bridge Street & High Street Intersection ADA Improvements

PROJECT DESCRIPTION

1. The project includes surveying, right-of-way documentation, and detailed design of intersection upgrades at Bridge Street and High Street. These improvements will bring the existing intersection in compliance with the Americans with Disabilities Act (ADA) and Public Right-Of-Way Accessibility Guidelines (PROWAG). The existing curb ramps at this intersection are not in compliance with ADA and PROWAG guidelines. Directional ramps will be constructed at each corner, increasing the total number of ramps to eight and adding pedestrian push buttons. This work will require reconfiguration of the pavement markings and lane configuration at this intersection and the nearby street area.

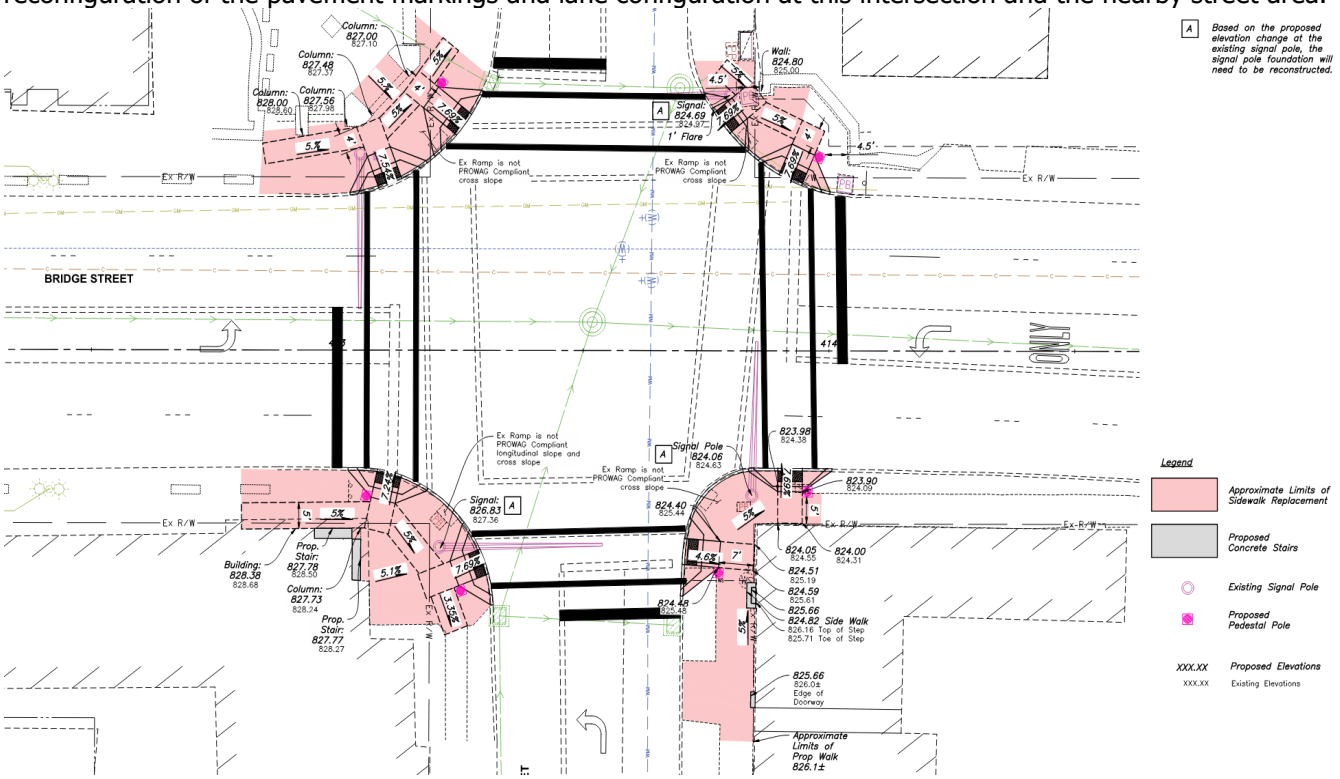


Figure 1: Bridge/High ADA Intersection Improvement Concept (does not show planned curb widening/bumpout)

2. This project's design will also include widening curb bulbs in the northbound travel direction, reducing the crosswalk pavement width, with the construction of a bumpout at the northeast and southeast corners of the intersection. See Figure 2 for reference.



Figure 2: Bridge/High Curb Widening/Bumpout Concept

3. The project's design will also take into consideration any necessary elevation changes on the southeast corner of the intersection with respect to the existing building's elevation. If the grade of the connection between the building foundation and the brick area is altered, a structural analysis may be necessary to ensure the existing building structure is sound in relation to the proposed improvements or explore alternatives should concerns arise. Efforts for this task will be performed if authorized.



Figure 3: Street View of Southeast Property Corner

4. Meetings: One (1) Kick-off meeting (in-person), three (3) plan submittal comment disposition meetings (virtual), plus two (2) additional in-person meetings.
5. Impacts to trees, drainage, public utilities, private utilities, etc. shall be assessed and solutions are to be detailed and communicated throughout the design process.
6. Consultant to follow all pertinent City of Dublin, City of Columbus, and ODOT specifications (in order) for design specifications.
7. Consultant will obtain all existing public and private utility information within project area.
8. Consultant shall prepare a Maintenance of Traffic plan for this project, including any pedestrian detours.
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 progress plans to utility providers for their comment and coordinate any relocation of utilities that may be necessary.
10. Permit fees will be paid by the consultant and reimbursed by the City.
11. Provide project control. Set permanent benchmarks.
12. Property impacts: One (1) permanent easement is anticipated with this project on the property on the southwest corner of the intersection of Bridge and High.
13. The City's budgeted amount for the detailed design of this project is **$240,000**.

DELIVERABLES

14. A complete set of construction drawings will be required for this project.
15. A complete right-of-way location exhibit (for Council legislation), legal description, and legal exhibit will be required for this project.
16. One project location graphics for City Council presentation will be required for this project.
17. All project documentation provided in electronic (PDF) format.
2. 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. The consultant shall also submit a preliminary alignment for review and discussion with the City. The 30% submittal is intended to be a conceptual. Probable estimates of cost will be included in the 60%, 90%, and final plan submissions.
18. Consultant must incorporate comments from Dublin and provide a disposition of comments in subsequent submittals.
19. The final plans will be prepared in 11x17 format and one 22"x34" Mylar title sheet (four-mil, double mat).
20. Final legal descriptions and exhibits for right-of-way and/or easements shall be 8.5"x14".
21. 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.

TIME OF COMPLETION

22. All construction plans are to be completed by **November 5, 2027**.
23. 60% plans shall be submitted by **July 16, 2027.** Acquisition documents (legal descriptions and exhibits submitted) must all be submitted by this date as well.
24. Consultant to determine and provide other project milestones with their proposal.

CONTACT INFORMATION

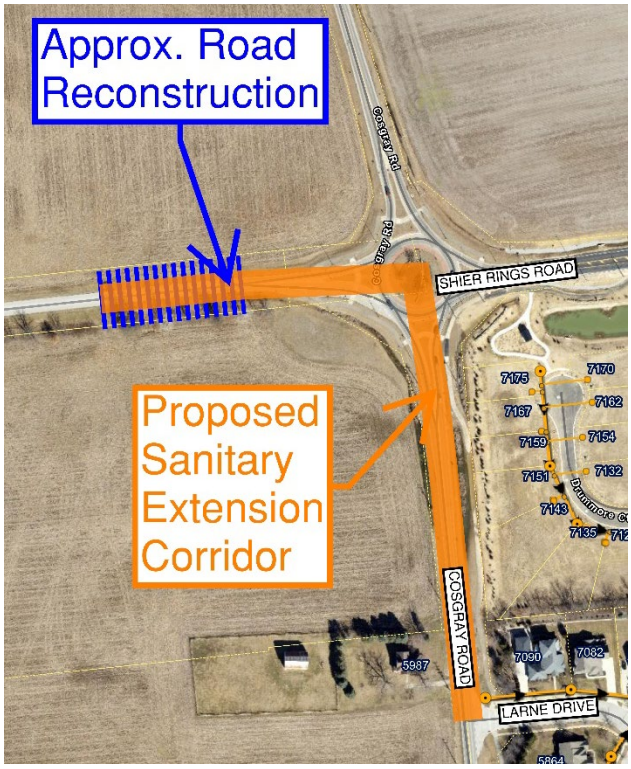
If you have any questions regarding this project, please contact the City's Project Manager. Any other contact with City personnel related to this request, prior to the formal selection of the consultant, is expressly prohibited without the consent of the City's Project Manager:

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

Engineering Project 2 – WIDIIS – Cosgray Sanitary Sewer Extension – Larne Drive to Shier Rings Road

PROJECT DESCRIPTION

1. The project includes surveying and detailed design to extend the sanitary trunk sewer along Cosgray Road from Larne Drive to Shier Rings Road, and along Shier Rings Road from Cosgray Road to a point 500-feet west of the Cosgray Road intersection. This project will also include the full depth reconstruction of a portion of the private Darree Fields driveway to a public roadway pavement section.
2. Construction of this project is expected to begin in 2027 and be completed, with full restoration, in 2028.
3. Construction is expected to occur in either City of Dublin right-of-way or on City-owned property. No acquisitions are anticipated for this work. Any potential required acquisitions of right-of-way shall immediately be brought to the attention of City staff.
4. The proposed sanitary trunk sewer shall be designed in consideration of the Envision Dublin Community Plan and Cosgray Road Modernization Study to be installed in a place minimizing potential future impacts or conflicts with the modernization of Cosgray Road.
5. Meetings: One (1) Kick-off meeting (in-person), three (3) plan submittal comment disposition meetings (virtual, including 10% alignment review), plus two (2) additional in-person meetings.
6. A Tree survey will be necessary for any trees (over 3 caliper inches) within the project area identifying species, caliper, and health.
7. Impacts to trees, drainage, public utilities, private utilities, etc. shall be assessed and solutions are to be detailed and communicated throughout the design process.
    i. It is the project's intent to minimize impacts to existing utilities, but relocation of some existing structures may be necessary.
7. Consultant shall prepare a Maintenance of Traffic plan for this project, including any required pedestrian impacts.
    i. Any lane, shoulder, or ramp closures will be performed in accordance with the current Temporary Traffic Control Manual and the Manual of Uniform Traffic Control Devices, 11th Edition with Ohio Supplement.
    ii. Full closure of Cosgray Road or the Cosgray Road and Shier Rings Road roundabout will not be permitted.



8. Consultant to follow all pertinent City of Dublin, City of Columbus, and ODOT specifications (in order) for design specifications.
9. Consultant will obtain all existing public and private utility information within project area.
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.
    i. Consultant shall verify the location of existing utilities as directed by the City. Proposals shall include performance of utility location (e.g. potholing) as directed.
11. Consultant shall prepare an Erosion and Sediment Control Plan to meet all City of Dublin, Union County and OEPA requirements.
12. Consultant shall be required to obtain all regulatory agency approvals and coordinate the approval of plans with both the City of Columbus and the Ohio EPA.
    i. Submittal and approval from the City of Columbus will be required.
    ii. Submittal and approval of a Permit to Install (PTI) with the Ohio EPA will be required.

iii. Permit fees will be paid by the consultant and reimbursed by the City.

13. Provide project control. Set permanent benchmarks.
14. The City's budgeted amount for surveying and detailed design for this project is **$145,000.**

DELIVERABLES

15. A complete set of construction drawings will be required for this project, including all necessary specifications, calculations, and permitting for approval.
    i. Submittals will be required at the 10% (alignment), 50%, 90%, and 100% stages.
    ii. Construction drawings shall be submitted to the City of Columbus for review, at a minimum, at the 50%, 90%, and final plan stages.
    iii. Plan approval will be required from the City of Dublin, the City of Columbus, and the Ohio EPA.
16. Project location graphics for City Council presentation will be required for this project.
17. All project documentation provided in electronic (PDF) format.
    i. 50% and 90% plans and Engineer's estimates will be submitted to City staff for a 3-week review, followed by a comment disposition meeting. The consultant shall also submit a preliminary (10%) alignment for review and discussion with the City. The alignment submittal will propose a preferred alignment with a level of detail necessary to determine the alignment's feasibility, including right-of-way and utility impacts.
    ii. Milestone dates to be presented in proposal by consultant. Probable estimates of cost will be included in the 50%, 90%, and final plan submissions.
18. Consultant must incorporate comments from Dublin and provide a disposition of comments in subsequent submittals.
19. The final plans will be prepared in 11x17 format and one 22"x34" Mylar title sheet (four-mil, double mat).
20. All CAD files and basemaps shall be submitted to the City with the final plans (and any subsequent changes), in Autodesk AutoCAD release 2024 or later in DWG format.

TIME OF COMPLETION

21. All construction plans are to be completed by **September 30, 2027**.
22. Consultant to determine and provide all other project milestones in their proposal.

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:

Joshua Miller, P.E.
Senior Civil Engineer
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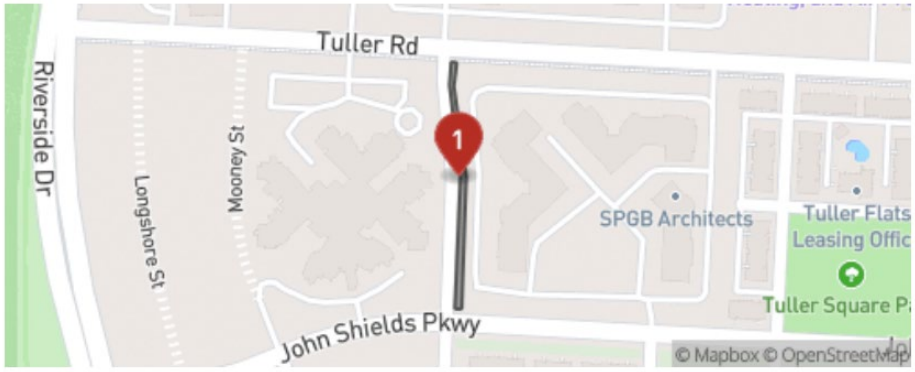
Transportation & Mobility Division Projects:

T&M Project 1 – Dale Drive Shared Use Path (Tuller Road to John Shields Parkway) - Detailed Design

PROJECT DESCRIPTION

1. This project will provide a complete set of construction drawings for approximately 600 linear feet of new 11-foot-wide shared use path along the east side of Dale Drive between Tuller Road and John Shields Parkway.
2. The shared use path and associated improvements will be designed in accordance with applicable Bridge Street District standards, City of Dublin requirements, and engineering best practices.
3. Consultant will evaluate the proposed shared use path alignment, including horizontal and vertical alignment, separation from the roadway, connections to existing pedestrian and bicycle facilities, and potential impacts to existing infrastructure.
4. All trees (3-inch caliper and above) and stumps will be surveyed within the project area, identifying diameter, type, and health of tree.
5. Consultant will obtain existing public and private utility information and identify potential utility conflicts associated with the proposed improvements.
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 review and coordinate any necessary utility relocations with the utility companies and the City of Dublin.
7. The City will provide available roadway and public utility plans within the project area. Consultant will provide all field surveying necessary to complete the design.
8. Consultant will perform detailed design of shared use path connections, curb ramps, roadway and driveway crossings, and other associated pedestrian and bicycle improvements, as applicable.
9. Consultant will review existing drainage conditions and design storm drainage improvements as necessary to accommodate the proposed shared use path and associated improvements.
10. Property impacts: One (1) property is anticipated to have right-of-way and/or easement impacts.
11. Consultant will prepare 8.5"x14" legal descriptions and legal exhibits for right-of-way acquisition and permanent and temporary easements in City of Dublin format, as required.
12. Consultant will prepare individual property right-of-way and easement exhibits in City of Dublin format, either 8.5"x11" or 11"x17", as required.
13. Consultant will meet applicable county requirements for recording right-of-way acquisitions and easements.
14. Consultant will provide project survey control, set permanent benchmarks, and set right-of-way pins as required.
15. Consultant shall follow applicable City of Dublin City of Columbus, and ODOT standards (in order) for design specifications. Project improvements shall be ADA and PROWAG compliant.
16. Geotechnical subsurface investigation will not be required.
17. Consultant shall prepare an Erosion and Sediment Control Plan to meet all applicable City of Dublin and Ohio EPA requirements.
18. Permit fees will be paid by the consultant and reimbursed by the City.
19. Meetings and updates: Kick-off meeting (in-person), plan submittal comment disposition meetings (3), plus two (2) additional in-person meetings. Consultant will provide written project updates on a weekly basis via email. Status meetings (virtual or in-person) will be held once every two weeks.

Location



20. The preliminary budget for this project is $150,000.

DELIVERABLES

21. A complete set of construction drawings will be required for this project.
22. A complete set of right-of-way location exhibits (for Council legislation), legal descriptions, and legal exhibits will be required for this project, in coordination with the 60% submission.
23. 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. Probable estimates of cost will be included in the 60%, 90%, and final plan submissions.
    - A grading plan will be incorporated into the construction drawings and be submitted with each plan submittal.
24. Consultant must incorporate comments from Dublin and provide a disposition of comments in subsequent submittals.
25. The final plans will be prepared in 11x17 format and one 22"x34" Mylar title sheet (four-mil, double mat).
26. Final legal descriptions and exhibits for right-of-way and/or easements shall be 8.5"x14".
27. All CAD files and basemaps shall be submitted to the City with the final plans (and any subsequent changes), in Autodesk AutoCAD release 2024 or later in DWG format.

TIME OF COMPLETION

28. All construction plans are to be completed before November 30, 2027.
29. Consultant to determine other project milestones.

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:

Cameron Burrell, EIT
Civil Engineer I
Transportation & Mobility
6555 Shier Rings Road
Dublin, OH 43016
614.410.4692
cburrell@dublin.oh.us

T&M Project 2 – EV Infrastructure Comprehensive Plan – Design for Charger Installations

PROJECT DESCRIPTION

1. This project will provide detailed design and construction documents for the installation of three Level 2 electric vehicle charging stations, providing six charging ports, at the Dublin Community Recreation Center (DCRC).
2. The proposed improvements will implement recommendations from the City's adopted Electric Vehicle Infrastructure Comprehensive Plan, which identified the DCRC for an additional six charging ports based on anticipated charging needs and facility usage.
3. Consultant will evaluate the proposed charger locations with a review of applicable zoning requirements and develop the electrical and site design necessary to support installation of the stations.
4. Consultant will evaluate the existing electrical infrastructure and available electrical capacity serving the proposed charging location and identify improvements necessary to support the additional charging load.
5. Consultant will coordinate with the City, the City's Facilities staff, the electric utility, and other applicable parties as necessary to complete the design.
6. Design shall include the electrical service and distribution improvements, conduit, wiring, equipment, foundations or mounting details, and other infrastructure necessary to provide a complete and functional installation.
7. Consultant will develop the necessary site improvements associated with installation of the charging stations, including pavement restoration, striping, signage, accessibility improvements, and protection of charging equipment, as applicable.
8. Consultant will identify and coordinate applicable permitting and utility requirements associated with the proposed improvements.
9. Consultant shall prepare an Engineer's Estimate of Probable Construction Cost for the proposed improvements.
10. Preliminary Budget: $15,000 for detailed design.

DELIVERABLES

11. A complete set of construction drawings will be required for this project.
    - A 60% completed plan set will be submitted to City staff for review. Milestone date to be presented in the proposal by the consultant.
    - A 90% completed plan set 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 plans will be prepared in 11x17 format and one 22”x34” Mylar title sheet (four-mil, double mat).

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

TIME OF COMPLETION

13. Project milestones and final delivery date to be provided in the proposal.

CONTACT INFORMATION

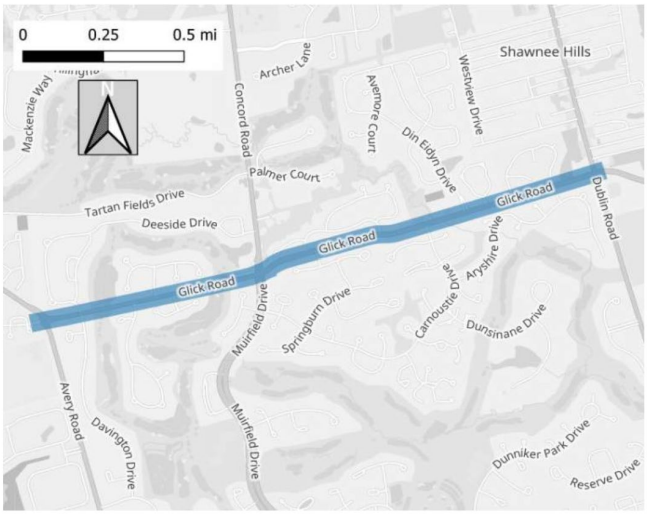
If you have any questions regarding this project, please contact the City’s Project Manager. Any other contact with City personnel related to this request, prior to the formal selection of the consultant, is expressly prohibited without the consent of the City’s Project Manager:

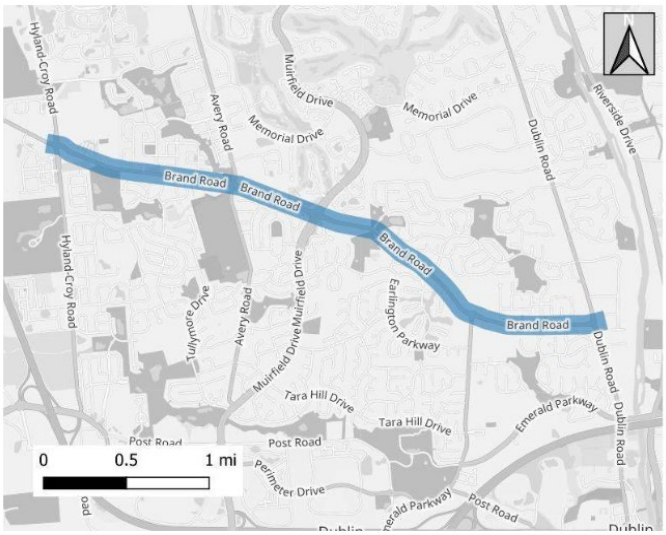
Cameron Burrell, EIT
Civil Engineer I
City of Dublin, Ohio
Transportation & Mobility
6555 Shier Rings Road
Dublin, OH 43016
614.410.4692
cburrell@dublin.oh.us

T&M Project 3 – Speed Management Corridors – Detailed Design: Brand Road and Glick Road

PROJECT DESCRIPTION

1. Develop two complete sets of construction drawings for the implementation of recommended speed management improvements along Brand Road and Glick Road. The improvements will be based on recommendations identified through the speed management studies for each corridor and will advance those recommendations through detailed design.
2. The project limits include the Brand Road corridor from Hyland-Croy Road to Dublin Road and the Glick Road corridor from Dublin Road to Avery Road.
3. The project will implement improvements consistent with the City's Speed Management Program, adopted by City Council in July 2023. The improvements are intended to reduce excessive vehicle speeds and improve safety for all roadway users, including people walking and rolling.
4. Consultant will review the speed management studies and associated recommendations for Brand Road and Glick Road and advance the recommended improvements through detailed design. Anticipated improvements include landscaping, street trees, medians, curb modifications, pedestrian crossings, Rectangular Rapid-Flashing Beacons (RRFBs), signing, pavement markings, and other speed management and pedestrian improvements identified through the studies.
5. Consultant will evaluate existing field conditions at locations where improvements are proposed and develop the necessary horizontal and vertical design, grading, drainage, signing, pavement marking, electrical, landscaping, and other design elements necessary to implement the recommended improvements.
6. Survey will be limited to locations necessary to support detailed design, including intersections and other areas where physical improvements, grading, drainage modifications, or other site-specific design work is required. Specific anticipated survey limits will be identified as part of the final scope.
7. Impacts to existing trees, landscaping, drainage, public utilities, private utilities, and other infrastructure shall be assessed and necessary accommodations incorporated into the design.
8. Consultant will obtain existing public and private utility information within the project areas and identify potential conflicts with the proposed improvements.
9. Consultant is required to coordinate the detailed design with applicable public and private utilities. Consultant shall submit progress plans to utility providers for review and coordinate any utility relocations that may be necessary with the utility companies and the City of Dublin.
10. Consultant shall identify anticipated right-of-way and easement impacts or requirements resulting from the proposed improvements.
11. Consultant shall coordinate the design and anticipated construction of the improvements with the City's annual Street Maintenance Program, where applicable, to facilitate implementation with planned resurfacing activities.
12. If needed, Consultant shall prepare an Erosion and Sediment Control Plan to meet all applicable City of Dublin and Ohio EPA requirements.
13. Consultant shall follow applicable City of Dublin, City of Columbus, and ODOT specifications and standards (in order) for design. Improvements shall comply with applicable ADA and PROWAG standards.
14. Consultant shall obtain and coordinate applicable regulatory agency approvals and permits necessary for the proposed improvements.
15. Status Updates: Consultant will provide written project updates on a weekly basis via email. Status meetings, virtual or in-person, will be held once every two weeks.





16. Preliminary Budget: $50,000 for detailed design.

DELIVERABLES

17. A complete set of construction drawings will be required for this project.
18. 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. Probable estimates of cost will be included in the 60%, 90%, and final plan submissions.
    - A grading plan will be incorporated into the construction drawings and be submitted with each plan submittal.
19. Consultant must incorporate comments from Dublin and provide a disposition of comments in subsequent submittals.
20. The final plans will be prepared in 11x17 format and one 22"x34" Mylar title sheet (four-mil, double mat).
21. All CAD files and basemaps shall be submitted to the City with the final plans (and any subsequent changes), in Autodesk AutoCAD release 2024 or later in DWG format.

TIME OF COMPLETION

22. Project milestones and final delivery date to be provided in the proposal.

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:

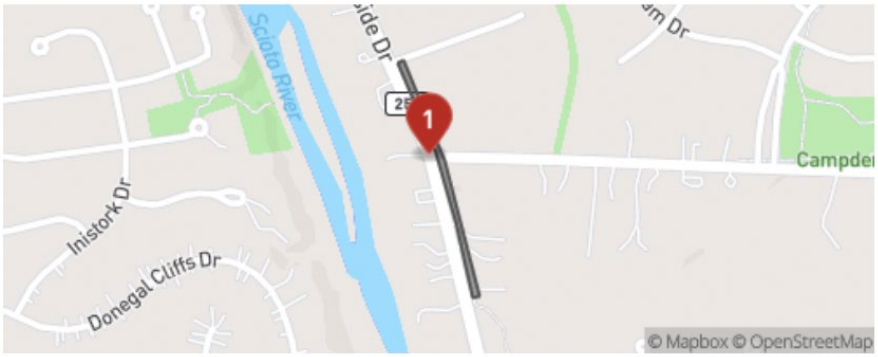
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cburrell@dublin.oh.us

T&M Project 4 – Riverside Drive & Summit View Road Intersection and Shared-Use Path Improvement – Detailed Design

PROJECT DESCRIPTION

1. The project includes surveying and detailed design for the widening of Riverside Drive at Summit View Road, including left-turn lanes, stormwater improvements, replacement of existing traffic signal infrastructure and landscaping. The project also includes extending the shared-use-path (11 foot wide) network along Riverside Drive south of Summit View Road and extend it to Arrowhead Road.
2. A tree survey will be necessary for any trees (over 3 caliper inches) within the project area identifying species, caliper, and health.
3. Impacts to trees, drainage, public utilities, private utilities, etc. shall be assessed and solutions are to be detailed in the design process.
4. Consultant shall prepare an Erosion and Sediment Control Plan to meet all City of Dublin, Union County and OEPA requirements.
5. Consultant shall prepare a Maintenance of Traffic plan for this project, including any required pedestrian impacts.
6. Any lane, shoulder, or ramp closures will be performed in accordance with the current Temporary Traffic Control Manual and the Manual of Uniform Traffic Control Devices, 11th Edition with Ohio Supplement.
7. Consultant to follow all City of Dublin, City of Columbus, and ODOT specifications (in order) for design specifications.
8. Consultant will obtain existing public and private utility information within project areas.
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 plans to utility providers for their comment and coordinate any relocation of utilities that may be necessary.
10. Utility coordination is required for the project, including clear date commitments from each owner in conflict. Includes coordination of relocation of possible AEP transmission line along Summit View Rd.
11. Consultant shall be required to obtain all regulatory agency approvals and coordinate the approval of plans with the OEPA.
12. Consultant to identify any areas that require right-of-way acquisitions and/or permanent or temporary easements.
13. Consultant will prepare 8.5"x14" legal descriptions and legal exhibits for right-of-way acquisition and permanent and temporary easements in City of Dublin format, as required.
14. Consultant will prepare individual property right-of-way and easement exhibits in City of Dublin format, either 8.5"x11" or 11"x17", as required.
15. Consultant to include appraisal, negotiation, and acquisition services for securing right-of-way acquisitions and/or permanent and temporary easements as part of this professional services contract.
16. Consultant will meet applicable county requirements for recording right-of-way acquisitions and easements.
17. Permit fees will be paid by the consultant and reimbursed by the City.
18. Provide project control. Set permanent benchmarks.
19. 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.
20. The preliminary budget for this project is $525,000.

Location



DELIVERABLES

21. A complete set of construction drawings will be required for this project.
22. A complete set of right-of-way location exhibits (for Council legislation), legal descriptions, and legal exhibits will be required for this project, in coordination with the 60% submission.
23. 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. Probable estimates of cost will be included in the 60%, 90%, and final plan submissions.
    - A grading plan will be incorporated into the construction drawings and be submitted with each plan submittal.
24. Consultant must incorporate comments from Dublin and provide a disposition of comments in subsequent submittals.
25. The final plans will be prepared in 11x17 format and one 22"x34" Mylar title sheet (four-mil, double mat).
26. Final legal descriptions and exhibits for right-of-way and/or easements shall be 8.5"x14".
27. All CAD files and basemaps shall be submitted to the City with the final plans (and any subsequent changes), in Autodesk AutoCAD release 2024 or later in DWG format.

TIME OF COMPLETION

28. Project milestones and final delivery date to be provided in the proposal.

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
Transportation & Mobility
6555 Shier Rings Road
Dublin, OH 43016
614.410.4744
MDilsaver@dublin.oh.us

T&M Project 5 – General T&M Task Order

PROJECT DESCRIPTION

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. Illustrations and graphics will be important to convey the intent and findings of the studies.
3. Conclusions and final recommendations that are supported by the studies will be prepared and incorporated into a summary report or memo.
4. Status updates: Consultant will provide written project updates on a weekly basis via e-mail.
5. The preliminary budget for this project is $125,000.

DELIVERABLES

6. 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.

TIME OF COMPLETION

7. Completion dates for individual tasks will be scheduled at the time of the request.
8. The Task Order contract will expire **March 2028.**

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(s):

Marc Dilsaver
Transportation Program Manager
City of Dublin, Ohio
Transportation & Mobility
6555 Shier Rings Road
Dublin, OH 43016
614.410.4744
MDilsaver@dublin.oh.us

T&M Project 6 – SR 161 Kileville Grade Separation Planning Initiation Study

PROJECT DESCRIPTION

1. Initiate the formal project planning process for the proposed grade separation of the SR 161/Kileville Road CSX rail crossing, consistent with applicable Federal Rail Administration (FRA) and ODOT requirements, to advance the project toward environmental review, project development, and future funding opportunities.



2. Project Initiation and Existing Conditions
   - Review relevant previous studies, plans, recommendations, and available data, including the SR 161 Corridor Study (MAD-UNI-FRA-161), West Dublin Passenger Rail Study, and the West Innovation District Integrated Implementation Study (WIDIIS) with a focus on Opportunity Areas 2 and 3.
   - Document existing transportation, railroad, land use, development, and environmental conditions within the study area.
   - Confirm applicable FRA, Ohio Department of Transportation (ODOT), and other agency requirements for advancing the project.
3. Alternatives Development and Evaluation
   - Develop and evaluate feasible alternatives for a future grade separation of SR 161 and the CSX railroad tracks west of Houchard Road.
   - Assess potential roadway, railroad, right-of-way, access, utility, environmental, development, and multimodal impacts.
   - Establish evaluation criteria and identify a recommended alternative or alternatives for further advancement.
4. Agency and Stakeholder Coordination
   - Coordinate with Dublin, ODOT, FRA, CSX, and other appropriate regional and local stakeholders throughout the study.
   - Facilitate coordination necessary to establish agency expectations and identify issues that may affect future project development, environmental review, design, or implementation.
5. NEPA and Environmental Planning
   - Initiate the National Environmental Policy Act (NEPA) process consistent with applicable federal and state requirements.
   - Develop a draft Purpose and Need Statement for agency review and concurrence.
   - Identify anticipated level of environmental documentation, studies, approvals, and coordination necessary to advance the project through subsequent phases.

6. Funding and Project Advancement
    - Identify potential funding sources, including applicable FRA programs, and determine the eligibility requirements and supporting documentation necessary to position the project for future funding opportunities.
    - Identify anticipated project development steps, agency approvals, and additional technical work necessary to advance the project toward design and implementation.
    - Develop a recommended roadmap for subsequent project phases, including environmental review, preliminary engineering, funding, and implementation.
7. Study Documentation
    - Prepare technical memoranda and supporting documentation summarizing the analysis, coordination, alternatives evaluation, and recommendations.
    - Prepare a final study documenting the recommended path forward and providing sufficient information to support subsequent environmental, funding, and project development activities.
8. Status updates: Consultant will provide written project updates on a weekly basis via e-mail.
9. The preliminary budget for this project is $200,000.

DELIVERABLES

10. 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.
11. 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.
12. Consultant must incorporate comments from Dublin and provide a disposition of comments in each subsequent submittal.
13. The consultant shall summarize, and format specifically, any and all recommendations and graphics for posting on the City's website.

TIME OF COMPLETION

14. Project milestones and final delivery date to be provided in the proposal.

CONTACT INFORMATION

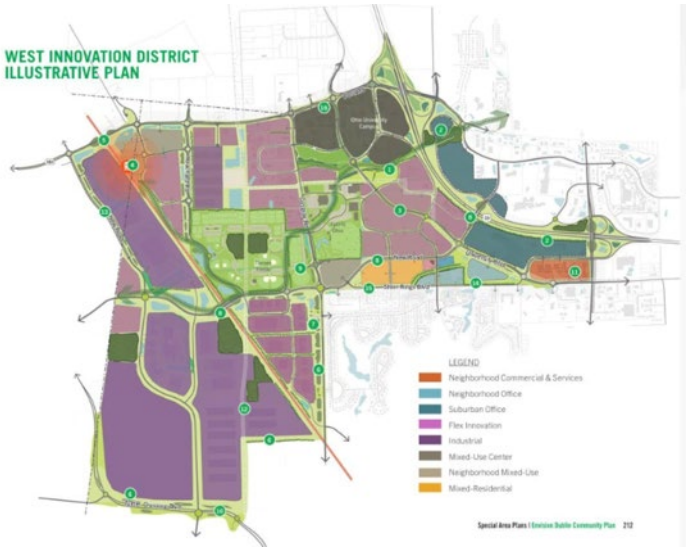
If you have any questions regarding this project, please contact the City's Project Manager. Any other contact with City personnel related to this request, prior to the formal selection of the consultant, is expressly prohibited without the consent of the City's Project Manager(s):

Dan Phillabaum, AICP, PLA
Planner II
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Transportation & Mobility
6555 Shier Rings Road
Dublin, OH 43016
614.410.4653
dphillabaum@dublin.oh.us

T&M Project 7 – Shier Rings Road Extension over the CSX Railroad Tracks – Planning and Feasibility Study

PROJECT DESCRIPTION

1. This planning and feasibility study will evaluate the future extension of Shier Rings Road/New Street 4 across the CSX railroad corridor within the West Innovation District (WID). The study will identify a preferred roadway alignment and grade-separation concept and establish the planning-level design, cost, coordination, funding, and implementation framework necessary to advance a continuous east-west transportation connection between Cosgray Road and the planned roadway network west of the railroad.



2. Shier Rings Road is identified in the Envision Dublin Multimodal Thoroughfare Plan and the West Innovation District Integrated Implementation Strategy (WIDIIS) as a future Commuter Boulevard intended to support long-term growth, strengthen transportation network connectivity, and redistribute east-west traffic from existing residential roadways. The study will build upon this planned network connection and relevant previous planning efforts within the West Innovation District, including the West Dublin Passenger Rail Study.
3. The consultant will assess existing conditions and constraints and develop and evaluate feasible roadway alignment and grade-separation alternatives. The evaluation will consider roadway and bridge configurations, approaches and intersections, multimodal accommodations, traffic operations and network connectivity, right-of-way requirements, existing and future utilities, environmental considerations, planned development, railroad requirements, constructability, and potential project phasing.
4. A primary focus of the study will be identifying the preferred location and configuration of the railroad overpass and associated approaches. Alternatives should balance roadway design and operational needs with planned development patterns, future utility infrastructure, multimodal connectivity, right-of-way impacts, constructability, and integration with the broader transportation network. The study will also evaluate how the improvement can increase network redundancy, enhance safety, and support the potential long-term closure of the existing at-grade Houchard Road railroad crossing.
5. Based on the alternatives evaluation, the consultant will recommend a preferred alignment and railroad crossing configuration and prepare planning-level conceptual plans illustrating the proposed roadway, bridge and approaches, intersections, multimodal facilities, and anticipated right-of-way and utility needs. The study will include planning-level cost estimates and identify major coordination and approval requirements, potential funding opportunities, project phasing, and other considerations necessary for implementation.
6. The consultant will evaluate environmental considerations associated with the proposed roadway extension and grade separation and identify potential environmental resources, constraints, and impacts that could influence alternative development or future project advancement. The study will develop a preliminary Purpose and Need Statement, document the basis for the project, and identify anticipated environmental studies, agency coordination, approvals, and documentation necessary to support subsequent environmental review. Alternatives development and evaluation

should consider environmental constraints early in the planning process to support selection of a preferred alternative that can be advanced through future engineering and environmental phases.

7. The consultant will develop and implement a robust public involvement and stakeholder engagement plan throughout the planning and feasibility study. Engagement should provide meaningful opportunities for residents, property owners, businesses, developers, and other interested stakeholders to understand the project, provide input on alternatives, and inform development of the preferred concept. The approach should include a combination of public meetings or open houses, targeted stakeholder coordination, accessible project information and graphics, opportunities for public comment, and documentation of feedback received and how it was considered in the study. Public involvement should be coordinated with key project milestones and support informed decision-making as alternatives are developed, evaluated, and refined.
8. The study will establish a recommended implementation strategy and identify the next steps necessary to advance the project through future engineering, environmental review, funding, right-of-way acquisition, utility coordination, and construction. The resulting analysis will provide the City with the technical foundation for advancing this critical long-term transportation connection in support of economic development, regional connectivity, and the mobility objectives of the West Innovation District.
9. Status updates: Consultant will provide written project updates on a weekly basis via e-mail.
10. The preliminary budget for this project is $150,000.

DELIVERABLES

15. 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.
16. 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.
17. Consultant must incorporate comments from Dublin and provide a disposition of comments in each subsequent submittal.
18. The consultant shall summarize, and format specifically, any and all recommendations and graphics for posting on the City's website.

TIME OF COMPLETION

19. The project milestones and final delivery date are to be provided in the proposal.

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(s):

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

T&M Project 8 – Traffic Impact Study Third Party Review Services

PROJECT DESCRIPTION

1. The City of Dublin is seeking proposals from qualified transportation engineering firms to provide independent, third-party review of transportation documents submitted in support of development proposals on an as-needed basis. Documents may include Traffic Impact Studies (TIS), scoping documents and MOUs, traffic access studies, trip generation memoranda, and other transportation analyses associated with private development, redevelopment, rezoning, and other land-use applications.
2. Services may include review of study methodology and assumptions, trip generation and distribution, traffic forecasts, capacity and operational analyses, safety considerations, access management, multimodal accommodations, proposed mitigation measures, and consistency with applicable City standards and accepted transportation engineering practices. The selected consultant will provide technical comments and recommendations and coordinate with City staff, applicants, and their consultants, as needed.
3. **Independence and Conflict of Interest:**
   To maintain the independence and objectivity of the third-party review process, the selected firm shall not prepare, submit, or participate in the preparation of a Traffic Impact Study or related transportation analysis on behalf of a private entity for review by the City of Dublin during the term of the contract. This restriction applies to the firm and any employees, offices, or subconsultants performing work under this contract. Violation of this requirement may result in termination of the contract.

DELIVERABLES

4. Executive Summary: One-page summary of each document reviewed, including the proposed development, key assumptions, findings, recommendations, and other information relevant to the City's review.
5. Technical Review Memoranda: Written comments and recommendations identifying technical issues, required revisions, and other considerations identified through the review.
6. Follow-Up Reviews: Review of applicant responses and revised documents to evaluate resolution of previous comments, as needed.
7. Coordination: Participation in coordination with City staff, applicants, and consultants to discuss technical findings, outstanding comments, and recommended improvements, as requested.

TIME OF COMPLETION

8. Completion dates for individual tasks will be scheduled at the time of the request.
9. The contract will expire **March 2028.**

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(s):

Tina Wawszkiewicz, P.E.
Deputy Director of Transportation & Mobility
City of Dublin, Ohio
6555 Shier Rings Road
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twawszkiewicz@dublin.oh.us

T&M Project 9 – WIDIIS - Cosgray Road Modernization Phase 1: S.R. 161 to Shier Rings Road - Detailed Design

PROJECT DESCRIPTION

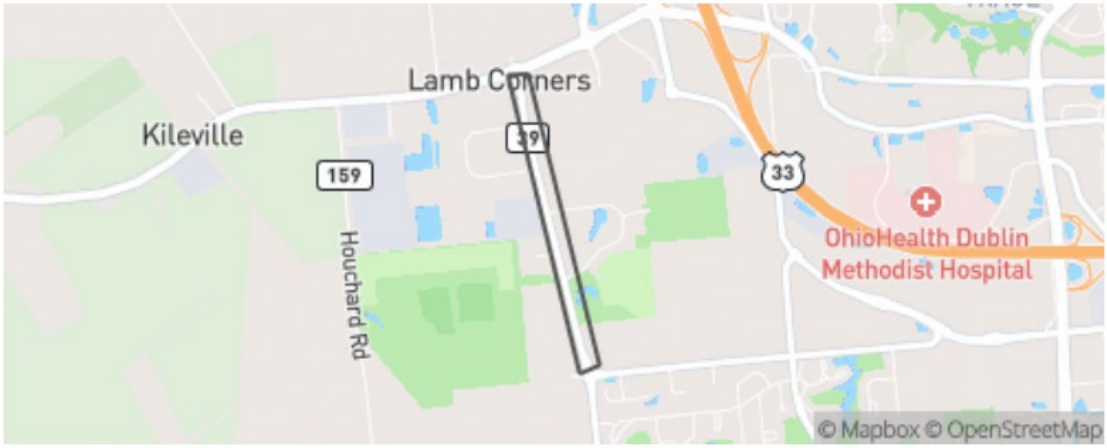
The City of Dublin is seeking professional engineering, surveying, environmental, permitting, right-of-way, utility-coordination, and detailed design services for Phase 1 of the Cosgray Road Modernization project for advancing this critical long-term transportation connection in support of economic development, regional connectivity, and the mobility objectives of the West Innovation District. The approximately 5,300-linear-foot project extends from S.R. 161 to Shier Rings Road and will advance Cosgray Road as a four-lane divided Connector Boulevard consistent with the Envision Dublin Multimodal Thoroughfare Plan. The design shall support planned development in the West Innovation District (WID), provide multimodal connections, address the Indian Run crossing, and produce construction plans that can be implemented in phases.



1. Perform topographic, boundary, right-of-way, utility, and other surveys necessary to complete the detailed design. Establish project control and set permanent benchmarks in accordance with City requirements.
2. Advance the current Cosgray Road Street Typology and Preliminary Engineering study through detailed design. The design shall reference recommendations for roadway alignment, typical sections, medians, access points, intersections, drainage, utilities, and supporting infrastructure.
3. Design Cosgray Road as a four-lane divided Connector Boulevard consistent with Envision Dublin Community Plan, the Multimodal Thoroughfare Plan, WID Setback and Screening Study, and the Cosgray Road Street Typology and Preliminary Engineering.
4. Coordinate the roadway, intersection, access, multimodal, drainage, utility, and landscape design with anticipated development in the West Innovation District and the future Premier Athletics & Recreation Campus (PARC). Consider West Innovation District Integrated Implementation Strategy (WIDIIS) Development Areas C, E, G, and H and anticipated Flex Innovation, Mixed-Use Center, and Park/Open Space uses.
5. Incorporate the Signature Trail crossing and shared-use paths on both sides of Cosgray Road. Provide safe, accessible, and functional pedestrian and bicycle connections to adjacent development, PARC, the Signature Trail, and the broader multimodal network.

6. Design appropriate intersection control and associated improvements, based on the Cosgray Road street typology, preliminary engineering, projected traffic, multimodal needs, and the ultimate corridor configuration, at the following locations:
    - Fishel Drive South / Future Heritage Boulevard
    - Future PARC entrance / Dublin Park Drive South
    - Shier Rings Road
7. Design improvements to the Indian Run crossing, including a new box culvert. Coordinate roadway profile, hydraulics, stormwater, environmental requirements, utilities, constructability, and permitting associated with the crossing.
8. Develop stormwater-management, drainage, and water-quality improvements for the corridor. Identify existing drainage patterns, evaluate project impacts, and provide design solutions for affected public and private drainage systems.
9. Design a new water main within the project limits and coordinate anticipated sanitary sewer and other utility extensions. Obtain available public and private utility information, identify conflicts, and incorporate necessary relocations or protections into the design.
10. Coordinate the detailed design with all public and private utility owners. Submit milestone plans for review, maintain a utility-conflict matrix, document owner commitments, and obtain clear relocation schedules for utilities in conflict with the project.
11. Complete a tree survey for trees greater than 3 caliper inches within the project area, identifying species, caliper, condition, and disposition. Assess tree impacts and incorporate avoidance, protection, replacement, and landscape restoration measures into the design.
12. Assess impacts to trees, drainage, public and private utilities, access, property, environmental resources, and existing infrastructure. Clearly document proposed mitigation or design solutions in the plans and supporting reports.
13. Prepare erosion and sediment control plans and supporting documentation that meet City of Dublin, Franklin County, and Ohio Environmental Protection Agency requirements, including construction stormwater permitting requirements.
14. Prepare a Maintenance of Traffic plan addressing vehicular, pedestrian, bicycle, transit, emergency-access, business-access, and property-access needs during construction. Any lane, shoulder, path, or ramp closures shall comply with the Manual on Uniform Traffic Control Devices, 11th Edition, with the Ohio Supplement.
15. Prepare plans and specifications in accordance with City of Dublin standards and specifications, followed by applicable ODOT and other agency requirements where City standards do not govern. Identify and resolve conflicts among applicable standards in coordination with City staff.
16. Identify required right-of-way acquisitions and permanent or temporary easements. Prepare right-of-way plans, property exhibits, 8.5-by-14-inch legal descriptions and exhibits, and other acquisition materials in City of Dublin format.
17. Provide appraisal, negotiation, and acquisition services for required right-of-way and easements, as authorized by the City. Meet applicable county recording requirements and support preparation of materials needed for City Council legislation.
18. Identify required permits and approvals and coordinate with applicable agencies and utility owners. Permit fees shall be paid by the consultant and reimbursed by the City unless otherwise directed.
19. Develop a phasing and constructability strategy that allows the corridor to be delivered in logical, independently functional segments while remaining compatible with the ultimate corridor design. Evaluate, at a minimum, potential construction segments from S.R. 161 to Dublin Park Drive North and from Dublin Park Drive North to Shier Rings Road.
20. Evaluate construction sequencing, temporary conditions, utility relocation timing, right-of-way availability, permitting, funding constraints, and development coordination. Identify risks that could affect schedule or independent delivery of either segment.
21. Provide written project status updates weekly by email and hold progress meetings, either virtual or in person, at least once every two weeks.
22. The preliminary budget for this project is $2,900,000.

Location



DELIVERABLES

23. A complete set of construction drawings will be required for this project.
24. A complete set of right-of-way location exhibits (for Council legislation), legal descriptions, and legal exhibits will be required for this project, in coordination with the 60% submittal.
25. 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. Probable estimates of cost will be included in the 60%, 90%, and final plan submissions.
    - A grading plan will be incorporated into the construction drawings and be submitted with each plan submittal.
26. Consultant must incorporate comments from Dublin and provide a disposition of comments in subsequent submittals.
27. The final plans will be prepared in 11"x17" format and one 22"x34" Mylar title sheet (four-mil, double mat).
28. Final legal descriptions and exhibits for right-of-way and/or easements shall be 8.5"x14".
29. All CAD files and basemaps shall be submitted to the City with the final plans (and any subsequent changes), in Autodesk AutoCAD release 2024 or later in DWG format.

TIME OF COMPLETION

30. Project milestones and final delivery date to be provided in the proposal.
31. Right-of-way acquisition and construction are anticipated to advance quickly once the design is completed.

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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