

REQUEST FOR PROPOSAL

City of Dublin, Ohio
Division of Engineering

Heightened Awareness
Crosswalk Study

EXECUTIVE SUMMARY

The City of Dublin is requesting proposals to develop a study and resulting guide document for determining the appropriate treatment for various styles of heightened awareness crosswalks.

As such, the City is currently in the process of procuring the professional services of a consulting engineering firm to prepare a report researching the types and appropriate placement of different styles of crosswalks. The City of Dublin, Division of Engineering is hereby requesting a PROPOSAL from selected, multi-disciplined, professional engineering consulting firms. The majority of the design professionals involved with the project must be located in Central Ohio. The selected firm will provide the professional engineering services for this project in accordance with the attached Project Description and Scope of Services.



1.0 PROJECT DESCRIPTION

- 1.1 The study will evaluate and categorize the various types of crosswalks installed Citywide.
- 1.2 Perform and compile research and benchmarking with other like cities to determine all types of crossings to be considered.
- 1.3 Establish criteria, including objective characteristics such as traffic volumes, travel speeds, user types, and other elements as defined by the study, to determine conditions warranting different types of crosswalk enhancements. Enhancements may include elements such as pavement markings, textured pavement, signs, push buttons, LED warning lights, etc. References should be made to other municipal, regional, state, and/or federal policies and practices.
- 1.4 A matrix to define appropriate crosswalk types by criteria will be established.
- 1.5 Graphics and detailed descriptions will be developed for each crosswalk type.
- 1.6 Preliminary programming level cost estimates shall be prepared for all crosswalk types.
- 1.7 Provide guidance for specific geographic areas, such as Historic Dublin, the Bridge Street District, and residential neighborhoods.
 - Historic Dublin – Consider the long term roadway network and traffic control, based on existing studies, and evaluate the future need for the existing heightened awareness crosswalk at SR 161/Bridge Street and Darby Street. Provide recommendations regarding timing and details for future modifications.
 - Bridge Street District – Specific guidance should be provided for this geographic area, which is anticipated to reflect the street character of the existing Bridge Park development.
 - Evaluate the current Bridge Park pedestrian crossing sign locations and provide guidance for crossings in the Bridge Street District.
 - Consider the future Bridge Street District bike loop, based on an existing study, with this evaluation.
 - Special attention should be paid to the stop controlled intersections along Bridge Park Avenue east of Riverside Drive, with specific recommendations for treatment types and placement.
 - Residential Neighborhoods – Determine a standard for treating neighborhood residential crosswalk requests, including mid-block crossings.
- 1.8 Priority locations for crosswalk upgrades will be identified by the study.

- 1.9 Conclusions and final recommendations that are supported by the study will be prepared and incorporated into a summary report.
- 1.10 A detailed project schedule is required with submission of the proposal. The project schedule must include dates for key tasks and the overall completion date. The consultant must demonstrate the ability to meet their proposed schedule.
- 1.11 Status updates: Consultant will provide written project updates on a weekly basis via e-mail.

2.0 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.
 - 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 final report is due **February 7, 2020**.
- 2.2 Consultant must incorporate comments from Dublin and provide a disposition of comments in subsequent submittals.
- 2.3 The consultant shall summarize, and format specifically, any and all recommendations and graphics for posting on the City's website.

3.0 TIME OF COMPLETION

- 3.1 The Consultant affirms that time is of the essence regarding the execution of this project and furthermore accepts the City's commitment to completion dates listed in Section 2. Therefore, the Consultant commits to work with the City to perform their professional services expeditiously.
- 3.2 Failure of the Consultant to comply with the above-established deadline will jeopardize consideration of the Consultant for providing professional engineering services on future City projects and may be used as cause to reject future proposals submitted by the Consultant to the City.

4.0 PROPOSAL CONTENT

Evaluation of the Proposals and ultimate selection of the consultant shall be based on the following criteria:

4.1 Firm and Individual Qualifications

- The competence of the firm to perform the required services as indicated by its background and experience on similar projects. Consultant should list and describe no more than five (5) projects that best demonstrate their experience on similar projects and additionally provide the Estimated Cost and the Final Cost of each project.
- Technical qualification, training, education, and experience of the offerer's principals and key technical personnel who would be assigned to perform the work. Resumes shall only be included in the Proposal for those individuals who will actually be involved in the project and assisting in the performance of the work. No other resumes shall be included.
- Name and experience of principal responsible for the work.
- Name and experience of project engineer who would be responsible for managing the project for the Consultant and would be the primary contact with the City during the progress of the work.
- Name and experience of engineers and/or technicians who would be assisting in the performance of the work.
- Name and experience of key personnel from all subconsultants who would be assisting in the design and completion of this project.

4.2 Capacity to Perform the Work

- Consultant's statement of understanding of and approach to the Scope of Services and other requirements relating to performance of their work. The project understanding and approach needs to cover all elements through the final study.
- The capacity of the firm to perform the required services competently and expeditiously to meet proposed schedules as indicated by the firm's size and availability of necessary personnel, subconsultant(s) availability, current workload, and equipment and facilities.

4.3 Time of Completion

- The demonstrated commitment of the firm to perform the work expeditiously and without delay.
- The ability of the firm to meet the Time of Completion as outlined in Sections 2 and 3.

4.4 Compensation

- All professional services will be provided on a cost plus fixed fee basis. Fees for additional items, as requested and authorized, will

be established separately. The proposed fee will be based on completion of the report no later than **February 7, 2020**. Failure to submit fee proposal may cause the City to reject Proposal for this project.

4.5 References

- Quality, responsiveness, timeliness, and cost of work previously performed and completed for the City or other municipalities.
- Completeness of thoroughness of work performed. Accuracy of previous estimates of professional fees and estimated construction costs relative to final construction costs.
- Capabilities of key technical personnel who were assigned to perform and complete the work.
- Capabilities of key technical personnel from all subconsultants who were assigned to perform and complete the work.
- The ability of the consulting firm to meet schedules and deadlines.
- The ability of the consulting firm to control costs and meets budgets.
- Overall communication and cooperation of the consulting firm and its principals and key technical personnel with the client.

5.0 PROPOSAL REQUIREMENTS

- 5.1** Responding firms shall include in their Proposals all the information that is requested in Section 4, Proposal Content. Firms are encouraged to provide any additional information they feel will further demonstrate the firm's qualifications and abilities to acceptably complete this project but are hereby instructed to limit such additional information to that which is directly relevant to the services being requested.
- 5.2** The Proposal shall not exceed twenty-five (25) pages. Any superfluous information included not relevant to the services being requested only lengthens the review of a Proposal and could certainly detract from the true merits of the Proposal. Three (3) hard copies shall be submitted.
- 5.3** The Proposal shall also 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 11x17. Fax submissions will not be accepted.
- 5.4** All material submitted in accordance with this Request for Proposal (RFP) becomes property of the City and will not be returned.



If you have any questions regarding this RFP, please contact Tina Wawzkiewicz, PE. Any other contact with City personnel related to this RFP, prior to the formal selection of the Consultant, is expressly prohibited without the consent of the City's Project Manager.

The Proposal should be submitted to the following address no later than 4:00 PM on August 7, 2019. Proposals received after this deadline will NOT be considered.

Consultants should submit their Proposal to:

Tina Wawzkiewicz, P.E.

City of Dublin, Ohio
Division of Engineering
6555 Shier Rings Road
Dublin, OH 43016

(614) 410-4636

twawzkiewicz@dublin.oh.us