



## REQUEST FOR PROPOSAL

### Avery Road and Rings Road/Cara Road Interim Intersection Improvement 20-019-CIP

#### EXECUTIVE SUMMARY

The City of Dublin is requesting proposals to perform detail design for the ET202 Avery Road and Rings Road/Cara Road Interim Intersection Improvement. This project is fully funded by the City of Dublin.

The Division of Engineering is hereby requesting a proposal from multi-disciplined, professional engineering consulting firms to prepare two preliminary layout options – a roundabout and a signalized intersection. Detailed construction drawings will be prepared for the intersection improvement option selected. The majority of the design professionals involved with the project must be located in Ohio. The selected firm will provide the professional engineering services for this project in accordance with the Scope of Services described below.

#### SCOPE OF SERVICES

- **PROJECT DESCRIPTION**

- Traffic at the intersection of Avery Road and Rings Road/Cara Road is congested, particularly during the peak hours. The intersection is currently stop sign controlled on the side streets of Rings Road and Cara Road. Avery Road has unrestricted, free flow movement. There are single lane approaches on all four legs.
- This project provides for an interim intersection improvement at the intersection of Avery Rd and Rings Rd/Cara Rd. This project is not intended to provide the through lanes required to address future, long-term traffic volume. The future Tuttle Crossing Blvd Extension and Avery Rd Improvements project (13-013-CIP) and the future Avery Road Widening between Rings Road and Woerner Temple Road project (15-024-CIP) provide additional through lanes to address long-term traffic volume. For traffic volumes, refer to the Avery Road & Rings Road/Cara Road Interim Intersection Memo dated Feb. 22, 2019 found in the FTP site link for this RFP.
- This project will provide for a roundabout or a traffic signal with dedicated left turn lanes on each approach and dedicated right turn lanes for eastbound and

southbound traffic. Refer to the Avery Road & Rings Road/Cara Road Interim Intersection Improvement Memo dated February 22, 2019 found in the FTP site link for this RFP.

- Right-of-way/easement acquisitions are required for this project. The consultant shall prepare legal descriptions and exhibits, as well as ODOT Right-of-Way plans. Acquisitions for this project should fit within the future Tuttle Crossing Blvd Extension and Avery Road Improvements project footprint (13-013-CIP). Right-of-way/easement acquisition have been completed for some of the properties impacted by this project. Refer to the Property Acquisition Overview Acquired Parcels PDF dated December 2019 for properties that have completed acquisition. Estimate four (4) properties that will require acquisition.
- This project is programmed for design in 2020 and construction in 2021.
- Record construction drawings, exhibits, memos related to this project are available on the City's FTP site. Use a web browser and go to <http://ftp.dublin.oh.us>. Login into the web interface with ftpguest for username and password. The files are in the following location:

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- **PRELIMINARY ENGINEERING – ROUNDABOUT**

- Provide preliminary engineering and design layout for a multi-lane roundabout with two lanes entering/exiting the roundabout on Avery Road; one lane entering/exiting the roundabout on Cara Road; and at least one lane entering/exiting the roundabout on Rings Road. Provide color exhibits of layout with aerial background.
- Utilizing the Avery Road & Rings Road/Cara Road Interim Intersection Improvement - Preliminary Summary Memo and the traffic information, determine the preliminary roundabout footprint, right-of-way/easement locations, and utility impacts for the roundabout option.
- Provide curb and gutter, and pedestrian curb ramps, for the roundabout. No pedestrian facilities to be provided beyond the roundabout. Two foot asphalt shoulders to be provided beyond roundabout. Roundabout to be designed for WB-50 vehicle.
- Provide eight street lights for the roundabout.

- Provide preliminary design of drainage layouts, including stormwater best management practice (BMP) approach and possible locations.
- Provide preliminary cost estimate.
- Overhead utilities will remain overhead but may be relocated to facilitate layout.
- Refer to the Dublin Engineering Manual for preferred design specifications.
- Submit preliminary engineering and design layout option, exhibits, and cost estimate.
- **PRELIMINARY ENGINEERING – SIGNALIZED INTERSECTION**
  - Provide preliminary engineering and design layout for a traffic signal with dedicated left turn lanes on each approach and dedicated right turn lanes for eastbound and southbound traffic. Provide color exhibits of layout with aerial background.
  - Utilizing the Avery Road & Rings Road/Cara Road Interim Intersection Improvement - Preliminary Summary Memo and the traffic information, determine the preliminary signalized intersection footprint, right-of-way/easement locations, and utility impacts for the traffic signal option.
  - Avery Road is posted at 45 mph. Rings Road is posted at 35 mph. Use posted speed limit for design speed. Do not provide super elevation on Avery Road.
  - Traffic signal will have combination mast arms - traffic and lighting. Illuminated signs will be provided for street name signs, attached to the mast arm. Traffic controller design and specifications will be provided to the consultant. Traffic signal will be similar to other recent City of Dublin traffic signal projects. Refer to the 17-036-CIP - Hyland-Croy Rd. - Post Rd. Signal Improvements.pdf; 08-015-CIP - Emerald Parkway-Innovation Drive Intersection Improvements; 16-025-CIP – Frantz Rd. at Bradenton Ave. Traffic Signal Upgrade.pdf; and 18-026-CIP Signalized Intersection Upgrades - Phase 2 PLANS.pdf found in the FTP site link for this RFP.
  - Provide curb and gutter, and pedestrian curb ramps, on all corners of the intersection. No pedestrian facilities to be provided beyond the intersection. Two foot asphalt shoulders to be provided beyond intersection. Intersection to be designed for WB-50 vehicle.

- Provide preliminary design of drainage layouts, including stormwater best management practice (BMP) approach and possible locations.
- Provide preliminary cost estimate.
- Overhead utilities will remain overhead but may be relocated to facilitate layout.
- Refer to the Dublin Engineering Manual for preferred design specifications.
- Submit preliminary engineering and design layout option, exhibits, and cost estimate.

#### **4. DESIGN CRITERIA/TECHNICAL REQUIREMENTS**

- Provide construction plans, right-of-way plans, legal descriptions/exhibits, and specifications to be complete and biddable set of construction documents.
- Refer to the Dublin Engineering Manual for preferred design specifications and guidelines.
- Plans will be in a format similar to plans previously prepared for City CIP projects. The City will prepare all additional bidding documents and bid the construction project. The Consultant will prepare construction drawings including: title sheet; typical section sheets; cross sections at 25-foot intervals; a general summary of quantities; roadway details; intersection details; signal details, if applicable; splitter islands, if applicable; grading plan; signs and striping; a phased maintenance of traffic plan; general notes, erosion and sediment control plan; BMP plan; and miscellaneous details.
- Design will follow ODOT; Columbus; and City of Dublin design guidelines.
- Permits: The Consultant will prepare the NOI permit application and provide the permit fee. The City of Dublin will reimburse the Consultant for the permit fee.
- Utilities: In general, design project to minimize utility relocations when possible. The Consultant will contact all existing utility providers in the area and map accurately horizontal and vertical alignments. The Consultant shall submit plans to each utility provider at each stage for their record. The Consultant will document that each utility provider responds in writing with a "No Conflict" letter or their intent to relocate their facilities. The Consultant will make all CAD files available to the utility companies as necessary.

- Consultant shall submit with proposal a fee to perform four non-destruction test holes, if warranted, to be taken to determine locations of underground utilities. Fee shall be "if authorized" and separate from the main proposal fee.
- If any water lines or hydrants are impacted, the consultant will submit plans to City of Columbus, Division of Water for review and approval. City of Dublin will pay any Columbus review fees. The Consultant will meet as necessary with City of Dublin staff to report progress and review details.
- Maintain existing storm drainage facilities and flows, as possible. Provide positive drainage for the project. Provide adequate drainage facilities in accordance with the Dublin Stormwater Management Design Manual. Plans to include: storm sewer tributary area maps; drainage design tables with pipe design; spread; ten-year hydraulic grade computations; list class of pipe for storm sewers; and miscellaneous details.
- An initial SWPPP plan will be required. If earth disturbing activities are more than 1 acre, post-construction BMPs are required. A Notice of Intent (NOI) is also required. The future Tuttle Crossing Blvd Extension and Avery Rd Improvements project (13-013-CIP) and the future Avery Road Widening between Rings Road and Woerner Temple Road project (15-024-CIP) include designs for Post-construction BMP's in this project area and should be referenced when preparing this project.
- Two geotechnical reports were prepared with the future Tuttle Crossing Blvd Extension and Avery Rd Improvements project (13-013-CIP) and the future Avery Road Widening between Rings Rd and Woerner Temple Road project (15-024-CIP). These reports include the project area. Bedrock is more than 30 ft. below grade. A geotechnical investigation for this project is not required.
- Soil stabilization of subgrade will be required with this project.
- MOT plans will be required. Two-way traffic will be maintained on Avery Road and Cara Road during construction. Rings Road may be closed and traffic detoured during a portion of the construction period.
- Grading Plan – a contour grading plan showing how the project will fit into the existing topography is critical to the City's review. The grading plan, included with the 30% submittal, may be shown on the plan sheets if clarity or legibility is not an issue.
- Tree removal for construction:
  - All trees 4" and larger are to be identified by diameter, species (e.g., red maple, not just maple), and condition on the plans.

- In maintained landscaped areas, all trees regardless of size are to be located and identified on the plans as to species and condition.
- Tree Preservation Plan is not required. A table with the tree condition shall be provided.
- Maintain widths of existing driveways. Provide 12 ft. width where existing driveways may be less than 12 ft. in width. Provide separate driveway plan and profile details.
- Field survey information will be obtained as necessary for design and plan preparation. Survey information will include:
  - Establish a survey baseline for horizontal control. Horizontal datum will be State Plane Coordinates, Ohio South Zone.
  - Establish benchmarks for vertical control based on existing control monumentation in the area. The vertical control datum will be NAVD 1988.
  - Obtain property corner information by field survey and property research to establish property boundaries for plan preparation. Right-of-Way and easements needed for this project will be based on this information.
  - Provide project control. Set permanent benchmarks. Survey Avery Road, Rings Road, and Cara Road right-of-way and beyond right-of-way as necessary to address drainage and utilities.
  - Prior to and during the field survey work and data collection, gather existing utility information from: The Ohio Utilities Protection Service (OUPS), private utility companies, public utilities and the City of Dublin. Utilities shall include, but not limited to the locations of existing water mains, services, water taps per tap cards if not visible in the field, sanitary sewers, sanitary sewer taps, and storm sewers.
  - In addition to the above, obtain topographic information to supplement mapping: including the collected utility information and detailed topographic information.
  - The City of Dublin will send survey notification letters to property owners.

## **5. SUBMISSIONS**

- Attend project kickoff meeting. At the kickoff meeting, the Consultant and City will discuss the proposed project components, MOT, and schedule. We will also discuss the preliminary engineering and design layout options for a roundabout and a signalized intersection. The Consultant should submit two layout options with exhibits/cost estimates to the City within four weeks from the date of the kickoff meeting. One of these layout options will be selected

by the City to move forward with preliminary and final design. The City will select the preferred layout option within 7 days after receiving the submission.

- The City will provide review comments within 14 days after receiving submissions.
- The Consultant shall submit plans to the City of Columbus Water Division, if applicable, and all private utility companies at the same time plans are submitted to the City of Dublin. The Consultant will also be responsible for following up with the various utility companies and City of Columbus to obtain their comments and the incorporation of their existing facilities into the plans.
- Interactive plan review with the City is anticipated with a maximum of 3 meetings with the City to obtain the 30% plan set. The Consultant shall provide the necessary scroll plots for these meetings. After the 30% plan set has been submitted, an additional 2 meetings are expected after each submission to discuss review comments until the final plan set has been submitted. Provide meeting minutes with action items.
- All review submissions shall include: one (1) full-size plan set; three (3) half-size plan sets (three-hole punched); a PDF of the previous Dublin review comments; and the current CAD files.
- Preliminary, 30% Submittal
  - Typical sections
  - Scroll plot, plan with grading (1" = 20' or 10')
  - All utilities identified, horizontal and vertical
  - Preliminary storm drainage and BMP
  - Preliminary grading plan
  - Printed sets (1 full size and 3 half size (three-hole punched))
  - Attend review meetings – 3 meetings
- 60 % Submittal
  - Title sheet
  - Typical sections
  - General notes
  - Preliminary General Summary of quantities, sub-summaries if applicable
  - MOT plans, details, and notes (to the extent necessary)
  - Plan sheets with grading
  - Scroll plot, plan with grading (1" = 20' or 10')
  - Grading plan: proposed grading with 1-ft. contours

- Erosion and sediment control general sheet with notes (to the extent necessary)
- Storm drainage and BMP
- Preliminary right-of-way plans, legal descriptions/exhibits, prepare 11 x 17 location exhibits of legal exhibits (aerial background)
- Preliminary construction cost estimate
- Printed sets (1 full size and 3 half size (three-hole punched))
- Attend review meetings – 2 meetings
  
- 90% Back Check Submittal
  - Printed sets (2 full size and 3 half size (three-hole punched))
  - Construction cost estimate
  - Attend Review Meeting
  
- Final Submission (100% complete)
  - One mylar title sheet (four-mil, double mat) for signatures
  - Two (2) sets of all electronic files on compact disc in both Auto Desk's AutoCAD Civil 3D Release 2012 or higher DWG format and PDF format to the City for record purposes. All AutoCAD files shall be provided for both base maps; and individual plan sheets.
  - Five (5) half-sized sets (three-hole punched), and two (2) full size sets of plans on standard paper for the City.
  - Up to four (4) full size and four (4) half size sets (three-hole punched) of plans to be provided at the request of the contractor.
  
- The Consultant will prepare and submit one (1) set of all final detailed engineering technical specifications, quantity estimates and final construction cost estimate prepared in Excel (Dublin Bid Schedule format).

## 6. TIME OF COMPLETION

- The Consultant affirms that time is of the essence regarding the execution of this project and furthermore accepts the City's commitment to have completed all design services by December 18, 2020. Right-of-Way plans and legal descriptions/exhibits to be completed by November 3, 2020. Construction is scheduled for 2021. Consultant to provide design schedule.

Field Survey and Data Collection should be completed no later than forty (40) calendar days after the receipt of a fully executed (signed) consulting contract. Consultant authorization to proceed is programmed for July 29, 2020.

- Completion of the Final Design shall be defined as delivery to the City of Dublin, Division of Engineering of: all final detailed plans and technical



specifications; estimate of quantities; estimate of construction costs; and legal descriptions and exhibits.

- Status Reports: Consultant will provide project monthly updates via e-mail. Reports shall include status of ongoing tasks, action items, issues or problems to be addressed, impacts to the project schedule, budget and a revised schedule if necessary.
- Failure of the Consultant to comply with the above-established time table 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.

## **7. PROPOSAL CONTENT & EVALUATION CRITERIA**

Evaluation of the Proposals, and selection of the consultant to provide these professional consulting services, will be based on the following criteria:

- **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 provide the Estimated Construction Cost and the Final Construction Cost of each project along with the final design cost.
  - Name and experience of principal responsible for the work.
  - Name and experience of project engineer that 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 that would be assisting in the performance of the work.
  - Name and experience of key personnel from all subconsultants that would be assisting on the project.
  - 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.
- **Capacity to Perform the Work**
  - Consultant shall submit a statement of understanding for the work to be performed, as well as Consultant's planned approach to the Scope of Services.
  - Consultant shall submit a statement of understanding for successfully completing this project within the established timeframe.

- **Time of Completion**
  - Consultant shall demonstrate their commitment to perform the work expeditiously and without delay.
  - Consultant shall demonstrate their ability to adhere to the project schedule and complete all professional consulting services by the project deadline.
  
- **Project Approach**
  - Project understanding: Consultant shall demonstrate their understanding of the project and their approach to performing each project task in accordance with industry standard of care.
  - Project schedule: Consultant shall provide a project schedule outlining the critical path that meets or exceeds the completion date. The schedule shall allow for timely City reviews.
  
- **Compensation**
  - All professional services will be provided on a cost plus fixed fee basis. Hourly rates for staff assigned to the project shall be fully budgeted rates. Fees for additional items, as requested and authorized, will be established separately. Failure to submit fee proposal may cause the City to reject Proposal for this project.
  
- **References**
  - Quality, responsiveness, timeliness, and cost of work previously performed and completed for the City or other jurisdictions.
  - 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 meet budgets.
  - Overall communication and cooperation of the consulting firm and its principals and key technical personnel with the client.

## 8. PROPOSAL REQUIREMENTS

- Responding firms shall include in their Proposals all the information that is requested in Section 5, Proposal Content & Evaluation Criteria. 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.
- 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.
- Proposal to be submitted by electronic submission. The submission must be compatible with Adobe v 10.0, in a single file, and be formatted to print on standard office paper sizes. No pages shall be larger than 11"x17". Fax submissions will not be accepted.
- All material submitted in accordance with this RFP becomes property of the City and will not be returned.

## 9. PROPOSAL SELECTION

The City of Dublin will use a Selection Committee to review and evaluate the proposals. From this process, the City may select the winning proposal. The Selection Committee plans to make the final selection by July 24, 2020.

## 10. PROPOSAL DEADLINE

Proposals are due by **Friday, July 17, 2020 at 3:00 p.m.** Proposals submitted after this deadline will not be considered.

## 11. LEGAL CONSIDERATIONS

If you have any questions regarding this RFP, please contact Ken Richardson, PE, PS at (614) 410-4631 or [krichardson@dublin.oh.us](mailto:krichardson@dublin.oh.us). 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.

Consultants should submit their Proposal to:

**Kenneth B. Richardson, PE, PS (or [krichardson@dublin.oh.us](mailto:krichardson@dublin.oh.us) )**  
City of Dublin, Ohio  
Division of Engineering

6555 Shier Rings Road  
Dublin, OH 43016

Requests for clarification shall be received by the City at least four business days prior to the due date for responses. Any response by the City to a request for clarification will be made in the form of an addendum to this RFP. All addenda shall become part of this RFP and shall be attached as an exhibit to your proposal. This additional information will not count in the sheet total allowed.

**Non-Responsive RFP** - The RFP shall be prepared and submitted in accordance these instructions. Any omission or limitation to the RFP may be sufficient grounds for non-acceptance of the response, at the sole discretion of City.

The submission of a response to this RFP shall be deemed a representation and certification by the Consultant that the Consultant has investigated all aspects of the RFP, is aware of the applicable facts pertaining to the RFP process, its procedures and requirements, and has read and understood the RFP. No request for modification of a RFP shall be considered after its submission on grounds that the Consultant was not fully informed as to any facts or condition.

**Public Nature of Proposal Material** - Responses to this RFP become the exclusive property of the City. All responses to the RFP when received become a matter of public record and shall be regarded as public records. Any proposal which contains language purporting to render all or significant portions of the proposal "Confidential," "Trade Secret," or "Proprietary" shall be regarded as non-responsive.

**Disqualification** - Factors such as, but not limited to, any of the following may be considered just cause to disqualify a response to the RFP without further consideration:

- Evidence of collusion, directly or indirectly, among Consultants in regard to the amount, terms, or conditions of this proposal;
- Any attempt to improperly influence any member of the selection staff;
- Existence of any lawsuit, unresolved contractual claim or dispute between Consultant and the City;
- Evidence of incorrect information deliberately submitted as part of the RFP;
- Evidence of Consultant's inability to successfully complete the responsibilities and obligations of the proposed scope of work; and
- Consultant's default under any agreement, which resulted in termination of the Agreement.

**Non-Discrimination/Non-Preferential Treatment** - The successful Consultant shall not discriminate, in any way, against any person on the basis of race sex, color, age, religion, sexual orientation, actual or perceived gender identity, disability, ethnicity, or national origin, in connection with or related to the performance of City of Dublin contracts.