



## **REQUEST FOR PROPOSAL**

### **OVERHEAD UTILITY REMOVAL – SOUTH HIGH STREET PHASE 1**

#### **19-030-CIP**

#### **EXECUTIVE SUMMARY**

The City of Dublin has programmed the removal of overhead utilities to underground from Bridge Street to Waterford Drive and from Franklin Street to S. Blacksmith Lane. The City of Dublin is requesting proposals to prepare the following: detailed surveying/topographic base mapping; horizontal alignment design of all aerial utilities to be placed underground; and preparation of easements needed for overhead utilities to be placed underground.

The design services for the removal of aerial utilities are divided into two phases. Design services associated with Phase 2 are not part of this proposal. This project, Overhead Utility Removal – South High Street Phase 1 will impact properties from Bridge Street to Waterford Street and from Franklin Street to S. High Street. The base mapping produced with this project will be used for design of the future Franklin Street Improvements involving sidewalks and curb ramp additions. The Franklin Street sidewalk, curb ramps, and other improvements will be designed under a separate proposal from this design project. This project is fully funded by the City of Dublin.

The Division of Engineering would like to request the professional services from multi-disciplined, professional engineering consulting firm to prepare detailed topographic mapping, alignment plans for proposed underground facilities for AT&T, WOW, Spectrum, and AEP. Consultant will prepare legal descriptions and exhibits for proposed utility easements and temporary construction easements. Consultant will prepare base mapping exhibits to aid the City in Dublin in coordinating with utility companies on proposed underground alignments and easement locations. 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**

- The City of Dublin has programmed the design and removal of all overhead utilities in Dublin's Historic District from Bridge Street to Waterford Drive and from Franklin Street and S. Blacksmith Lane.
- The overhead utility removal for South High Street will be designed and performed in two phases. This project, Overhead Utility Removal – South High Street Phase 1 will impact properties from Bridge Street to Waterford Street and from Franklin Street to S. High Street. Phase 2 will impact properties from Bridge Street to Short Street and from S. High Street to S. Blacksmith Lane, and design services associated with Phase 2 are not part of this proposal.

- This project provides the base mapping for proposed underground layout locations, both horizontal and vertical for AT&T, WOW, Spectrum, and AEP. The City of Dublin will coordinate with utility companies to determine alignment and needed facilities – both under and above ground.
- AEP subcontractors will construct their underground conduits and above ground facilities. AEP subcontractors may also construct conduits for telecommunication companies. This project provides the reference drawings for AEP and telecommunication companies to relocate their aerial facilities to underground. This project will layout and coordinate utility easements needed for relocating aerial utilities underground.
- Easement acquisitions are required for the projects. The consultant shall prepare easement legal descriptions and exhibits, for each easement. A separate location exhibit, letter size, shall be prepared for each property impacted. Estimate 46 properties impacted with 40 utility easements and 40 temporary easements needed for this project.
- This project is programmed for design in 2020 and relocation of Phase 1 area utilities in 2021.
- The City has placed record construction drawings and utility layouts, related to this project on the City's FTP site. Use web browser to 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: Overhead Utility Removal – South High Street Option 1. The file: AEP Burial\_Franklin St\_6-29-20.pdf is work AEP will perform in this project.
- This project replaces eleven (11) existing AEP cobra head pole mounted lights with City of Dublin street lights at the same location.

## **DESIGN CRITERIA/TECHNICAL REQUIREMENTS**

- Provide construction plan set with proposed underground AT&T, WOW, Spectrum and AEP alignments shown, street lighting, easements, and specifications to be complete and biddable set of construction documents. Existing and proposed utilities to be shown in various colors.
- 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; a general summary of quantities; roadway and intersection details as needed; street lighting details; general notes; erosion and sediment control plan, if applicable; and miscellaneous details.
- Design will follow ODOT, Columbus, and City of Dublin design guidelines.
- Permits: none required.
- 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 twelve (12) 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. Assume depths of each hole to be 8 ft. or less.
- Maintain storm sewer facilities, if feasible. Provide positive drainage for the project.
- An initial SWPPP plan will not be required. If earth disturbing activities are more than 1 acre, post-construction BMPs are required. A Notice of Intent (NOI) is not required.
- One geotechnical report was prepared for the Historic Dublin Stormwater Utility Improvements – Phase 2 project (2002). This geotechnical report includes the project area. Bedrock is shallow in some areas.
- MOT plans will not be required. Cost of MOT is built into AEP costs to construct underground facilities.
- Grading Plan – a 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, small and large, 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.
- 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. Easements needed for this project will be based on this information.
  - Provide project control. Set permanent benchmarks.

- Survey South High Street right-of-way between Short Street and Bridge Street.
- Survey Franklin Street from Waterford Drive to Bridge Street to a distance of fifteen (15) foot outside right-of-way. Survey base mapping will be used in future to design sidewalk, ramps, and reconstructed driveways. Survey the front corners of all structures on both sides of Franklin Street.
- Survey Mill Lane right-of-way and the projection of Mill Lane to Waterford Drive. Survey ten feet west of right-of-way and from east right-of-way to South High Street curb and gutter. Survey strip of land that would be the projection of Mill lane between Waterford Drive to John Wright Road. Survey entire properties between Mill Lane and South High Street and all corners of structures.
- Survey John Wright Lane Right-of-way, Eberly Lane Right-of-way, Spring Hill Lane right-of-way, and no name alley right-of-way in the project area.
- 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 Consultant will draft the survey notification letter and provide it to the City. The City of Dublin will send survey notification letters to property owners.
- Plans will be in a format similar to plans previously prepared for City CIP projects. The City will work with AEP and other utilities to provide our plans to their contractors. The projects plans will be used a reference plans by AEP and other utility providers. The Consultant will assist the City with answering questions during the construction period by AEP and other utility providers.

## **SUBMISSIONS**

- Attend project kickoff meeting. At the kickoff meeting, the Consultant and City will discuss the proposed project components, surveying, easements, and schedule. We will also discuss the preliminary alignments and design layouts for AT&T, WOW, Spectrum, and AEP.
- The City will provide review comments within 14 days after receiving submissions.
- The Consultant shall submit plans to all 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 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
  - AT&T, WOW, Spectrum, and AEP alignments
  - Easement layouts
  - Scroll plot, plan with contours (1" = 20' or 10')
  - All utilities identified, horizontal and vertical (if feasible)
  - Printed sets (1 full size and 2 half size (three-hole punched))
  - Attend review meetings – 3 meetings
- 60 % Submittal
  - Title sheet
  - General notes
  - Preliminary General Summary of quantities, sub-summaries if applicable
  - Plan sheets with all utility alignments shown
  - Scroll plot, plan with contours (1" = 20' or 10')
  - Erosion and sediment control general sheet with notes (to the extent necessary)
  - Final legal descriptions/exhibits, prepare letter size location exhibits (aerial background)
  - Preliminary construction cost estimate
  - Printed sets (1 full size and 2 half size (three-hole punched))
  - Attend review meetings – 2 meetings
- 90% Back Check Submittal
  - Printed sets (1 full size and 2 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 utility providers.
- The Consultant will prepare legal descriptions and exhibits for easements needed for the project. Descriptions and exhibits will be formatted to 8.5"x14".
- The City of Dublin will provide timely review comments after all submissions, within 14 days after receiving submissions.

## **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 March 31, 2021. Legal descriptions/exhibits and location exhibits by January 29, 2021. Construction is scheduled for the second half of 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 October 30, 2020.
- Consultant will provide project updates via e-mail every two weeks.
- The City has budgeted \$110,000 for this design project. 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, and estimate of construction costs.

## **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:

### **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.

The Proposal shall not exceed twenty-five (25) pages (double sided is acceptable). Subconsultant information may be attached after the 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) copies shall be submitted, if submitting hard copies.

Electronic submission will be accepted for the Proposal. 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.

## **PROPOSAL SELECTION**

The City 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 October 23, 2020.

## **PROPOSAL DEADLINE**

Proposals are due by **Friday, October 16, 2020 at 3:00 P.M.** Proposals delivered after this deadline will not be considered.

## **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**  
City of Dublin, Ohio  
Division of Engineering  
6555 Shier Rings Road  
Dublin, OH 43016  
**(or [krichardson@dublin.oh.us](mailto:krichardson@dublin.oh.us))**

**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.