



REQUEST FOR PROPOSAL

Street Maintenance Program 22-001-CIP

August 20, 2021

PROJECT DESCRIPTIONS

City of Dublin Engineering staff (hereafter referred as "The City") is seeking a **two-year** professional drafting and surveying services contract (consultant) for the 2022 & 2023 Annual Street Maintenance Program plans, Phase 1 & Phase 2.

SCOPE OF SERVICES

A complete, standalone set of drawings will be required for each phase. The locations of the 2022 work are depicted in this link: <https://arcg.is/1e8yzm>. An adjustment in the planned program is possible due to potential changes in the yearly Capital Improvements Program ("CIP") budget approval process. The current 2022 street maintenance program budget is \$6,615,000. The 2022 work will be finalized on October 1st, 2021 after pavement testing in 2021 is complete. The City will determine the work for each phase. The City intends to roughly split the funding equally between the two yearly phases and group the phases by area.

1. Detailed Design

- a. Consultant shall prepare construction drawings including:
 - Title sheet
 - Plan view
 - Quantities (Including sub summaries)
 - General notes
 - Pavement Markings
 - Design of ADA ramps at intersections of rehabilitated streets (Including any necessary survey work)
 - Maintenance of traffic
 - Specifications
 - Miscellaneous details
- b. Base drawings may be created from City of Dublin GIS. However, the consultant must verify that all GIS line work matches existing field conditions. The City of Dublin will provide proposed pavement treatments and locations of curb and sidewalk replacement via webmap prior to the 30% plan submission.

- c. The Consultant will provide any necessary field surveying as directed by City of Dublin. Consultant will perform all field survey in North American Datum 1983 (NAD83) State Plane Coordinates, South Zone and North American Vertical Datum 1988 (NAVD88), South Zone.
- d. At a minimum, the Consultant will be required to meet with City staff at a kick-off meeting prior to commencement and provide weekly update emails. These reports are to include a description of work since previous meeting, anticipated work before the next meeting and the responsible party for each task.
- e. Consultant will provide 30%, 75% and final plan submissions. An Engineer's Estimate of Construction Cost shall be included with 75% and final plan submissions.
- f. Consultant shall submit 11"x17" digital (PDF) sets of plans for 30%, 75% and final plan submissions. A CD or flash drive containing all AutoCAD files (version 2018 or newer) shall be included with the final plan submission.

2. Bidding, Award, Construction and Inspection

- a. The City will create bidding documents and issue any necessary addenda.
- b. The consultant will assist the City with any necessary supplemental specifications needed for this project.
- c. Consultant will assist the City with addressing questions from bidders.
- d. Consultant will include a cost to answer detailed questions during the course of construction.
- e. Consultant will assist with shop drawing review as requested.
- f. The City will provide or coordinate all necessary construction inspection.

PROJECT SCHEDULE/DEADLINES

- 1. The construction drawings and specifications shall be finalized and ready to be included in a bid package for construction in 2022. The City desires to bid the construction in March 2022. A similar time frame will apply for the 2023 program.

PROJECT BUDGETS

Approximately \$180,000 is budgeted each year for these services. This contract shall be for the 2022 program with an option to add the 2023 program in fall of 2022 via a fee proposal.

PROPOSAL SUBMITTAL

Proposal Requirements

The proposals must be limited to twenty-five 25 pages. Proposals longer than the limit will not be considered. Three (3) copies shall be submitted. Pages may be double-sided and dividers do not count in the sheet total.

Electronic submissions will be accepted. The submission must be compatible with Adobe v10.0 and be formatted to print on standard office paper sizes. No pages shall be larger than 11x17.

All material submitted in accordance with this RFP becomes property of the City and will not be returned.

Proposal Content and Evaluation Criteria

Evaluation of the proposals, and selection of the firm to provide these professional engineering services, will be based on the following criteria:

1. Firm and Individual Qualifications: Consultant will submit information sufficient to inform the City of Dublin of the firm's and individual project team member's qualifications sufficient to complete the project to industry standard of care.
2. Capacity to Perform the Work: Consultant will submit a statement of the capacity of their staff to perform the tasks included with these projects. This statement should demonstrate the ability of the staff to coordinate with any sub-consultants used for the projects.
3. Time of Completion
 - a. Consultant will provide a detailed project schedule including major project milestones and anticipated review times that determines their proposed completion date. The City of Dublin shall be afforded two weeks for review.
 - b. Consultant will demonstrate their ability to perform the work within their proposed schedule.
4. Project Approach: Consultant will demonstrate their understanding of the project and their approach to performing each project task in accordance with industry standard of care.
5. Compensation
 - a. All professional services will be provided on a cost plus fixed fee basis. Consultant will submit a detailed Fee Schedule to be used for this project.
 - b. The Fee Schedule will detail the effort necessary to perform each task.
 - c. The Fee Schedule will include the labor classification, hourly rate, hours to complete each task, total labor costs, expenses and subtotal for each task.
 - d. The Fee Schedule will include any costs associated with sub-consultants.
 - e. The Fee Schedule will also include the total professional engineering services cost.
 - f. The Fee Schedule will include an hourly rate schedule that will be used for changes in scope.
6. References: Consultant will provide references to demonstrate the quality, responsiveness, timeliness, completeness, thoroughness and cost control of work previously performed for other municipalities or government agencies. Consultant will provide original design and construction cost for representative projects and final engineering design and construction cost, including design cost modifications and construction change orders.

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. If a clear decision cannot be made, or if the Selection Committee needs further clarification, the City reserves the right to shortlist the proposals. The shortlisted firms will be contacted to provide additional information to participate in a meeting or interview. The Selection Committee plans to make the final selection by **September 17, 2021**.

The City of Dublin will evaluate the project proposals for each project listed in this combined RFP and select one consulting firm to perform professional civil engineering and surveying services for both projects.

Proposal Deadline

Proposals are due **September 3, 2021 at 4:00 p.m.** Proposals delivered after this deadline will not be considered.

Interested firms should submit their proposals to:

John Henderson, PE
Civil Engineer II
City of Dublin
6555 Shier Rings Road
Dublin, OH 43016

Phone: 614.410.4625
Email: jhenderson@dublin.oh.us

LEGAL CONSIDERATIONS

Acceptance or Rejection of RFP

The City reserves the right to accept or reject any or all RFPs received as a result of this request. The City also reserves the right to waive any informality, technical defect or clerical error or irregularity in any RFP. Additionally, the City may, for any reason, decide not to award an agreement as a result of this RFP. The City reserves the right to cancel this RFP. The City shall not be obligated to respond to any responses submitted, nor be legally bound in any manner by the submission of the RFP.

Addenda and Interpretation

No Consultant will be allowed to modify the content of the proposal at any time after the submission deadline, except in direct response to a request from the City for clarification or for an oral interview, provided that the modification will not result in a substantive amendment to the proposal.

The City shall not be responsible for nor be bound by any oral instructions or interpretations or explanations issued by the City or its representatives. Should discrepancies or omissions be found in this RFP or should there be a need to clarify the RFP, you may request clarification via written request to:

John Henderson, PE
Civil Engineer II
City of Dublin
6555 Shier Rings Road
Dublin, OH 43016
Email: jhenderson@dublin.oh.us

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 of Dublin to a request for clarification will be made in the form of an addendum to this RFP and will be publicized on the City of Dublin website at <http://dublinohiousa.gov/bids-and-requests-for-proposals/>. 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.

Any contact with other 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.

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.