



REQUEST FOR PROPOSAL

**City of Dublin, Ohio
Division of Engineering**

Waterways Maintenance Program

EXECUTIVE SUMMARY

The City of Dublin (City) values the environment and recognizes the Dublin's waterways are of great importance and contributes to the health, safety, and general welfare of the public. The preservation and improvement of the quality of the City's waterways and the connected habitats are crucial to the protection of these natural resources.

The City has contracted with the Franklin Soil and Water Conservation District (FSWCD) to perform waterway inspections. These inspections of the open drainage ways included spatial and descriptive information related to channel blockages, dump sites, erosion, outfall blockages, standing water, yard debris and any other notable observations. These inspections were scheduled to be performed over a four year period with 2021 being the fourth and final year of inspections. The first three years of this program have yielded approximately 325 inspection reports.

As such, the City wishes to retain the services of a qualified consultant to assist in developing a Waterways Maintenance Program ("Program") for the City's various waterways. This Program will serve to perform the following tasks:

- Analysis of the existing waterway inspection data.
- Determine if any additional data collection is necessary.
- Identification of the areas of waterway maintenance that are the responsibility of the City of Dublin and which are the responsibility of adjacent private property owners.
- Determination and characterization of necessary and critical maintenance/repair items.
- Prioritization of the maintenance/repair items and program improvements over the next three to five years.
- Development of cost estimates for proposed maintenance/repair work.
- Guidance and recommendations on vegetation management and riparian habit.
- Suggested maintenance schedule for constructed waterway improvements.

The consultant will provide the professional engineering services for this Program in accordance with the attached Project Description and Deliverables.

1.0 PROJECT DESCRIPTION

The consultant will:

- 1.1** Develop the Waterways Maintenance Program for the City of Dublin.
- 1.2** Develop the Program mission statement, along with the Program's goals and objectives. The consultant will connect each recommended action to these goals and objectives and the Program mission.
- 1.3** Review all existing waterway inspection reports that Franklin Soil and Water Conservation District has completed, including those to be completed in the remainder of 2021.
- 1.4** Provide a recommendation to the City regarding the sufficiency of the existing reports.
- 1.5** Should additional data collection be necessary, provide guidance as to what additional data is required and the location where this data is needed.
- 1.6** Review waterways and provide exhibits to show the locations of areas where waterways are located on City owned property or where the City has easements that would permit City maintenance activities.
- 1.7** Provide listing of areas of maintenance responsibility identifying the areas that are:
 - Owned by the City of Dublin.
 - Privately owned property that is City maintained through an established and recorded easement.
 - Privately owned property.
- 1.8** Provide a summary of the existing deficiencies or areas of concern that are located on City property or on property that the City has maintenance responsibilities.
- 1.9** Provide a summary of these areas in tabular form that will list:
 - Inspection Report Number
 - Location
 - Description of issue
 - Severity
 - Recommended action
 - Estimated Cost of maintenance activity

- 1.10** Submit the summary report requested in 1.8 to the City electronically in Microsoft Excel format.
- 1.11** Prioritize the work identified from the inspection reports.
- 1.12** Prepare graphics, layouts, and detailed descriptions to support the Program, including the mapping of areas of work and analysis.
- 1.13** Develop conclusions and final recommendations for the Program, including future goals and items of work to support environmental health and stream assessments.
- 1.14** Provide a recommendation of integrating and improving the riparian habitat along each waterway. This will include a recommendation as to removal of invasive species.
- 1.15** Prepare a work plan that will identify the needed maintenance work over a 3-5 year program period.
- 1.16** Prepare a presentation and/or materials for City Council, City Council Committees or other stakeholders as an "If Authorized" item and present study results. Provide a cost per meeting for this service.
- 1.17** Status updates: Consultant will provide written project status updates on a bi-weekly basis via e-mail.

2.0 DELIVERABLES

- 2.1** The consultant shall prepare a final Program Report that includes documentation from the various aspects of the project to create a cohesive and comprehensive account of the project.
- 2.2** The consultant should provide for 3 check-in meeting to review current progress on initial drafts and 2 subsequent revisions. These meeting should also be included and mapped in the project schedule.
- 2.3** Consultant must incorporate comments from Dublin and provide a disposition of comments in each subsequent submittal.
- 2.4** The consultant shall summarize, and format specifically, any and all recommendations and graphics for posting on the City's website.
- 2.5** The final report will be prepared in 8.5x11 format with graphics not exceeding 11x17.
- 2.6** Electronic versions of all materials shall be submitted with each submittal and the final Program Report.

3.0 TIME OF COMPLETION

- 3.1** Develop a detailed project schedule which is required with submission of the proposal. The project schedule must include dates for key tasks, milestones, and the overall completion date. The consultant must demonstrate the ability to meet their proposed schedule. The consultant may assume an authorization date of **October 29, 2021**.
- 3.2** The Final Report shall be completed no later than **February 25, 2022**

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 the example projects/programs.
- 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 the Project Manager who will be responsible for managing the Program for the consultant and would be the primary contact with the City during the progress of the work.
- Name and experience of other consultant staff 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 performance of the work.

4.2 Capacity to Perform the Work

- Consultant's statement of understanding of and approach to the Program and other requirements relating to performance of the project work. The project understanding and approach needs to cover all elements through the final Program Report.
- 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 Section 3.
- The City desires the work to be completed as soon as possible; however, the final report must be completed no later than **February 25, 2022.**

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. Failure to submit fee proposal may cause the City to reject the Proposal for this project.

4.5 References

Provide at least 3 references for similar projects that consultant has successfully completed that include:

- Name of Reference
- Company
- Position
- Contact Information
- Representative Project(s)

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 should 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 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 of Dublin and will not be returned.

6.0 PRESENTATION PRIOR TO SELECTION

- 6.1** All consultants submitting a Proposal may be required to have a meeting with the City of Dublin selection committee prior to the City selection of a preferred Proposal. If necessary, each consultant will provide a 30 minute presentation of their Proposal. The applicant shall allow for 30 additional minutes of questions and answers from the selection committee.

7.0 SCORING CRITERIA

- 7.1** The Proposals will be reviewed, evaluated and scored from a total of 100 possible points according to the following system:
 - Firm and Individual Qualifications: 35 Points
 - Capacity to Perform the Work: 25 Points
 - Time of Completion: 10 Points
 - Compensation: 15 Points
 - References: 15 Points

If there are any questions regarding this RFP, please contact C. Aaron Stanford, P.E., astanford@dublin.oh.us or 614.410.4676. 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 C. Aaron Stanford, P.E.

The Proposal should be submitted to the following address no later than 2:00 PM on [October 8, 2021](#). Proposals received after this deadline will NOT be considered.

Consultants should submit their Proposal to:

C. Aaron Stanford, P.E.

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

614.410.4676

astanford@dublin.oh.us