

REQUEST FOR PROPOSAL

City of Dublin, Ohio
Division of Transportation & Mobility

Comprehensive Curbside Management Plan for the Bridge Street District and Historic Dublin

EXECUTIVE SUMMARY

The City of Dublin is requesting proposals to undertake a curbside management plan to define an overall plan for this valuable and flexible public space in areas such as Bridge Park and Historic Dublin. To better manage the important asset, a clear, consistent, and implementable framework for prioritizing goods and people movement is needed. A thoughtful framework will improve urban goods delivery while reducing conflicts between trucks, motor vehicles, bicyclists, pedestrians, and micro-transit. The goal is to reduce friction between competing uses by analyzing existing conditions; exploring best practices; developing a series of policies and implementable recommendations; and designing pilot demonstration(s) to address the most pressing urban curbside management challenges.

Dublin, Ohio, USA aspires to be the Most Connected City in the U.S. With a 100-gigabit fiber transport network, strategic private and public partnerships and significant investments in innovation, Dublin is emerging as a global leader providing an ecosystem for companies to beta test new technologies. The City is testing various smart city technologies on streets and in parking facilities, including roadside units at intersections, onboard units in its fleet, thermal imaging technology at pedestrian crossings and cameras in parking lots.



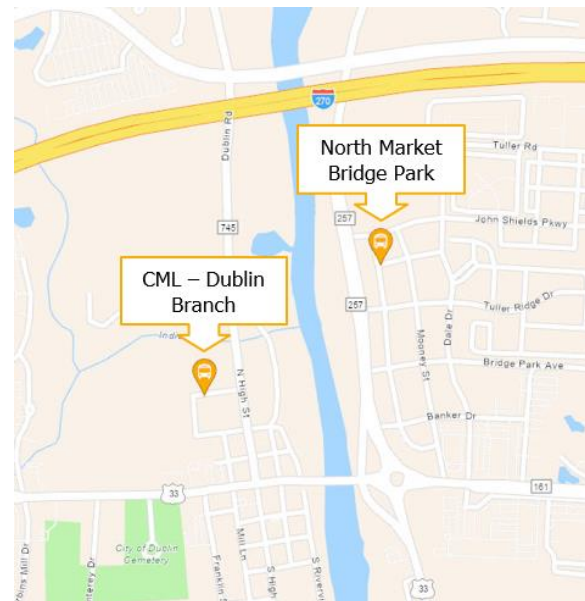
As such, the City is currently in the process of procuring the professional services of a consulting firm to prepare a report researching and recommending the types and appropriate placement of possible alternative technology. The City of Dublin, Division of Transportation & Mobility is hereby requesting a PROPOSAL from multi-disciplined, professional 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 planning and parking services for this project in accordance with the attached Project Description and Scope of Services.

1.0 PROJECT DESCRIPTION

Background

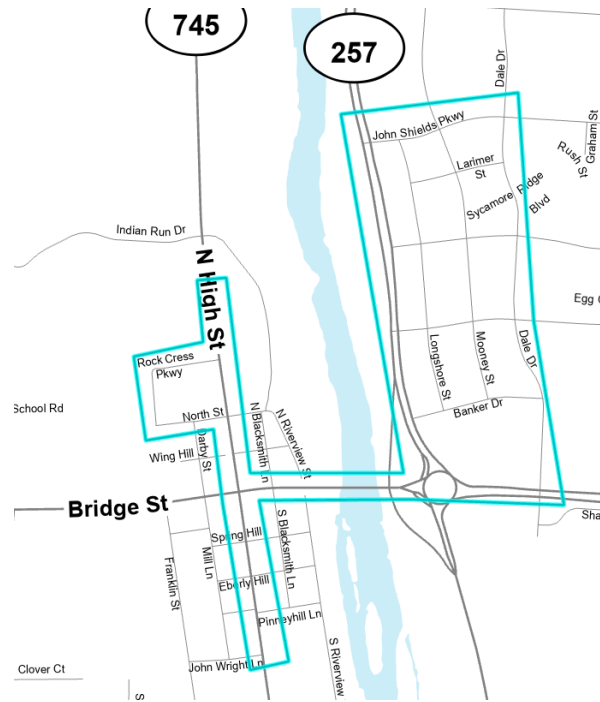
1.1 There are two main elements to be included in this project.

1. Develop an overarching plan to optimize the curbside to identify where on-street parking (with time limits or unrestricted), handicap parking, loading zones, taxi stands, valet parking, ride-share/ride-hail pick up/drop off, transit/mobility hub, food trucks and bike/scooter share and/or micro-mobility parking are all best placed. Initial studies for mobility hub locations have identified the Dublin Branch of the Columbus Metropolitan Library and North Market Bridge Park.



2. Test technologies to collect data to understand the occupancy, turnover, and type of use at the curbside.

- 1.2** Study Area – the study area includes Historic Dublin and the redeveloped areas of the Bridge Street District, particularly where on-street parking is in high demand.



- 1.3** The Plan will evaluate and categorize various solutions, and determine the feasibility of each. Consultant will recommend a plan to manage curbside space. This evaluation will include, but is not limited to:
- Evaluate dynamic curbside management practices and how that might apply here in Dublin
 - Prioritize the movement of people and goods
 - Ability to manage conflicts and reduce delay
 - Protection of vulnerable users
 - Consideration of at least three technology alternatives as part of the solution/overall management plan and recommendations
 - Consider innovative projects, technology advances, connected and autonomous vehicle technology, changes in the supply chain and logistics industry, and changes in consumer behavior
 - Look for trends and emerging technologies that will support the dynamic curbside atmosphere

Coordination with Completed Planning and Studies

- 1.4** The consultant shall review previous studies related to this topic. This study will build on the conclusions and recommendations of these previous studies. Reference documents are provided in the RFP link. Study names, timeframes

and main outcomes are listed below. Note the Bridge Park development broke ground in 2015. [Full documents are included on the RFP webpage.]

- 1.** Parking Study I and II (City Staff, 2000)
 - A substantial supply of parking is present throughout the district. Parking issues within the district are primarily that of proximity.
- 2.** Old Dublin Area Enhancement Study Medians, Access and Parking (ms consultants, 2001)
 - Medians, turn restrictions, and widening along Bridge Street were recommended. Also discussed broadening the roadway network in the Historic District.
- 3.** Historic Dublin Near-Term Parking and Pedestrian Recommendations (Goody Clancy, 2009), map and City Staff memo
 - Identified potential parking opportunities, including on-street parking and parking lot consolidation/shared use.
- 4.** Bridge Street Corridor Study – Near Term Historic District Parking Strategies (City Staff, 2010)
 - Discussed on-street parking, valet, and enforcement. Recommended parking demand study.
- 5.** Historic Dublin Parking Demand Study and Presentation (Rich & Associates Consulting, 2011)
 - Adequate parking supply overall, but deficiency in percentage of publicly available parking. Recommendations to improve Indian Run parking lot and pedestrian crossing for Bridge Street.
- 6.** Strategic Business Plan for City's Parking Assets (Walker Parking Consultants, Aug 2016)
 - Recommended paid parking for Bridge Park.
- 7.** Dublin Parking Assessment (Nelson Nygaard, June 2017)
 - Existing Conditions Report
 - Parking Management Best Practices
 - Parking Management Toolbox and Implementation Guide
- 8.** Parking Action Plan (Dixon Resources Unlimited and Nelson Nygaard, July 2018)
 - Building from the 2017 Assessment, provided tools to shift demand, expand capacity, and optimize technology and parking management.

- 9.** City Council Minutes – Discussion of Curbside Management Plan (Sept 9, 2019)
- 1.5** Build on the existing inventory to document the current conditions and assess the needs of existing curbside conditions as well as anticipate future trends affecting these conditions.
- Describe how urban delivery takes place in the study area, including safety issues, operational challenges, and street and sidewalk design issues.
 - Explain which existing curbside practices are working well and which areas need to be addressed.
 - Address frequency and needs of the user who is pursuing curbside access for a micro-period of 15 minutes or less.
 - Existing curbside regulations shall be reviewed based on the City's zoning code and other relevant ordinances. Land-use and zoning maps shall be gathered to understand how land-uses relate to the curbside use trends.
- 1.6** A Best Practices Review for the curbside management plan is needed to provide direction for the duration of the study. The Consultant shall review case studies and best practices in locations that are likely to be most applicable to the City of Dublin. The review shall identify best practices for operational, planning, and policy considerations for a successful curbside management program and include lessons learned and next steps in the state of the art or practice of other curbside management programs.
- 1.7** In addition to researching specific locations, resources from guiding organizations such as ITE, TRB, APA, U.S. Access Board and NACTO shall be reviewed and discussed.
- 1.8** The City will provide aerial mapping, available roadway and utility plans, upon request. Consultant will supplement as needed with field verification.





Alternatives and Analysis

- 1.9** The consultant will develop a problem statement, along with study goals and objectives. The consultant will relate each potential solution to the elements of the problem statement and study goals/objectives and how those needs are addressed or not addressed.
- 1.10** Impacts to parking lots, buildings, trees, tree lawns, pedestrian ways, drainage, public utilities, private utilities, etc. should be detailed for each potential solution.
- 1.11** Preliminary programming level cost estimates shall be prepared for each potential solution. Estimates should include elements such as expected right-of-way acquisition, potential utility needs (including power, fiber optics/DubLink, etc.), design and construction, as well as any life cycle costs.
- 1.12** The consultant will identify benefits and limitations of each potential solution, create a decision-making matrix, and make a formal recommendation for the preferred alternative, relating back to the problem statement, study goals and objectives, needs assessment, and best practices.

Pilot Project/Technology Testing

- 1.13** The consultant will perform a Pilot Project of curbside management tools/technologies to refine feasibility, operations, and cost. The pilot should include at least three potential solutions, or as many as recommended, based on the Best Practices Review. The pilot project will span at least one year, capturing all weather conditions. The City will purchase needed equipment associated with the Pilot Project. The consultant is responsible for coordination of any vendors, overseeing the installation of physical elements, monitoring equipment and data collection.



Report

- 1.14** Graphics, layouts, and detailed descriptions will be developed for each potential solution. Illustrations and graphics will be important to convey the intent and findings of the study.
- 1.15** Recommendations should be grouped into a minimum of two categories for short-term action plans and long-term vision plans listing potential projects and strategies to address curbside management challenges and opportunities in the Study Area. This list shall include infrastructure projects, design and operational strategies and policy recommendations. The Consultant shall describe how the recommended projects, policies, and actions were developed, evaluated, and prioritized.
- 1.16** A user-friendly Executive Summary will be prepared that explains the key recommendations and conclusions. The consultant will provide a final one-page summary graphic depicting the entire recommended alternative.
- 1.17** Conclusions and final recommendations supported by the problem statement, study goals and objectives, needs assessment, and best practices will be prepared and incorporated into the final report.

Public Involvement

- 1.18** Stakeholder engagement and outreach is needed to obtain valuable input from a range of stakeholders to shape the plan's goals, objectives, and recommendations, and, ultimately, build support to adopt and implement the plan.
- 1.19** A communications professional should be included on the Consultant team to leverage the data and findings throughout this curbside management plan. All data collected will be owned by Dublin and will be provided to Dublin as it

becomes available to the successful team. The consultant team will coordinate with the City's DATA/GIS team throughout the study to agree upon data collection, usage and distribution.

- 1.20** The consultant will prepare a presentation and/or materials for City Council, the Public Services Committee, and the consultant will present study results to both groups.
- 1.21** The consultant will prepare a presentation and/or materials for the local civic association or other stakeholders, and the consultant will present study results.

Project Schedule and Status Updates

- 1.22** A detailed project schedule 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 December 1, 2021.
- 1.23** Status updates: Consultant will provide written project updates on a weekly basis via e-mail.

2.0 DELIVERABLES

- 2.1** Communications deliverables include the following:
 - Bi-weekly updates sent to the Connected Dublin team including information on equipment installations, project statuses and general notices
 - The City of Dublin Communications & Public Information (CPI) Division may use this information to distribute through the City platforms as warranted
 - High quality photos of technology and locations as they are being studied
 - Monthly Connected Dublin blog post provided to City of Dublin CPI Division for distribution – one per month for the duration of the contract
 - Provide a case study of the Pilot Project to the Connected Dublin team at the conclusion of the study period
 - Coordination meetings with the City's DATA/GIS team for the project start up, current conditions, potential solution evaluation, pilot project, and final data hand-off
- 2.2** The consultant shall prepare a report that includes documentation from the various aspects of the project to create a cohesive and comprehensive account of the project. All project documentation will be provided in hard copy and electronic (PDF) format.

- 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. At a minimum, this submission will include:
 - Problem Statement, Project Goals and Objectives
 - Current Conditions and Needs Assessment Report
 - Best Practices Review
 - Preliminary Solution Evaluation
 - Preliminary Recommendations
- At 60% completion, a draft report will be submitted to City staff for review. Milestone date to be presented in the proposal by the consultant. At a minimum, this submission will include:
 - Comment Disposition
 - Problem Statement, Project Goals and Objectives
 - Current Conditions and Needs Assessment Report
 - Best Practices Review
 - Potential Solution Evaluation
 - Recommendations
 - Draft Report
- A 90% complete report will be submitted to City staff for review prior to final submittal. Milestone date to be presented in the proposal by the consultant. At a minimum, this submission will include:
 - Comment Disposition
 - Problem Statement, Project Goals and Objectives
 - Current Conditions and Needs Assessment Report
 - Best Practices Review
 - Potential Solution Evaluation
 - Pilot Project Proposal
 - Recommendations
 - Draft Report
 - Presentation

- Pilot Project
 - Implementation of curbside management tools for a test period spanning at least one year
 - Data collection provided in a format usable by the City
 - Data evaluation, results and conclusions will be provided to the City once per month during the Pilot Project (could be incorporated into project status emails)
 - Case Study document, that will ultimately be incorporated into the final report
 - All supporting data collected during the Pilot Project
 - The final report will be prepared in 8.5x11 format with graphics not exceeding 11x17. The due date of the final report is the **completion date provided in Section 3.1.**
 - Final report to contain all of the elements above, supporting data from throughout the life of the study, electronic files, and supporting documentation
- 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** To the extent possible, system inventory and assessment data, as well as the final project recommendations, should be mapped in ArcGIS, using the collection and distribution methods coordinated with the City's DATA/GIS team. Relevant Esri/shapefiles shall be provided to the City. Mapped information developed in other software, whether conceptual in nature or geographically accurate, shall also be provided, in either the original source format or exported into an intermediate format usable by the City.

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 have completed the final Curbside Management Plan no later than **December 31, 2023**. 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 planning and parking 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 the **completion date provided in Section 3.1**. 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 (20) 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 Jeannie Willis, PE, jwillis@dublin.oh.us or 614.410.4633. 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 2:00 PM on [October 28, 2021](#). 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 Transportation & Mobility
6555 Shier Rings Road
Dublin, OH 43016

614.410.4636

twawzkiewicz@dublin.oh.us