

## REQUEST FOR PROPOSAL

City of Dublin, Ohio  
Division of Transportation & Mobility

### Speed Management Program

#### EXECUTIVE SUMMARY

The City of Dublin is requesting proposals to create a Speed Management Program to build a framework for providing an environment for comfort, safety, and mobility for everyone in and around Dublin's streets.

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 of, 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 services for this project in accordance with the attached Project Description and Scope of Services.



Walking and bicycling are healthy choices for our residents and our environment. Dublin features an extensive recreation path system, with more than 100 miles of paths, 200 miles of sidewalk and new sections added each year. Dublin is an extremely walkable and bicycle friendly community, with a tremendous amount of public use. These vulnerable users should be a focus of the Speed Management Program.

## 1.0 PROJECT DESCRIPTION

**1.1** The following main elements will be included in this project:

1. Conduct industry best practice research and benchmarking with similar cities.
2. Develop an overarching Program to develop and sustain effective speed management strategies, promoting safe and pleasant conditions for residents, pedestrians, and bicyclists.
3. Engage the public and City officials in a variety of ways to solicit feedback and gain support for the Program. Methods could include a combination of resident surveys, virtual or in-person meetings, a website landing page for comments, etc.
4. Coordinate and gather input from first responders, including the Washington Township Fire Department and the Dublin Police Department.



5. Present the initial research and Program framework to Community Services Advisory Commission (CSAC). Summarize and present the final recommendations Program to CSAC and City Council.

**1.2** The Program will establish a guideline for responding to resident requests received through the Go Dublin app, emails and phone calls; evaluating existing conditions; and determining an appropriate action for each inquiry.

**1.3** This project should include, but is not limited to:

- Protection of vulnerable users
- Encouraging driver compliance with posted speed limits
- Increasing safety and reducing conflicts
- Finding trends and emerging technologies that will support the Program

## Coordination with Existing Programs and Resources

- 1.4** The Consultant shall review previous materials related to this topic. This study will update the City's current Traffic Calming Program. City Council referred this topic to CSAC in June 2021, and staff provided an overview of the existing program to CSAC in November 2021. [Reference documents are included on the RFP webpage.]

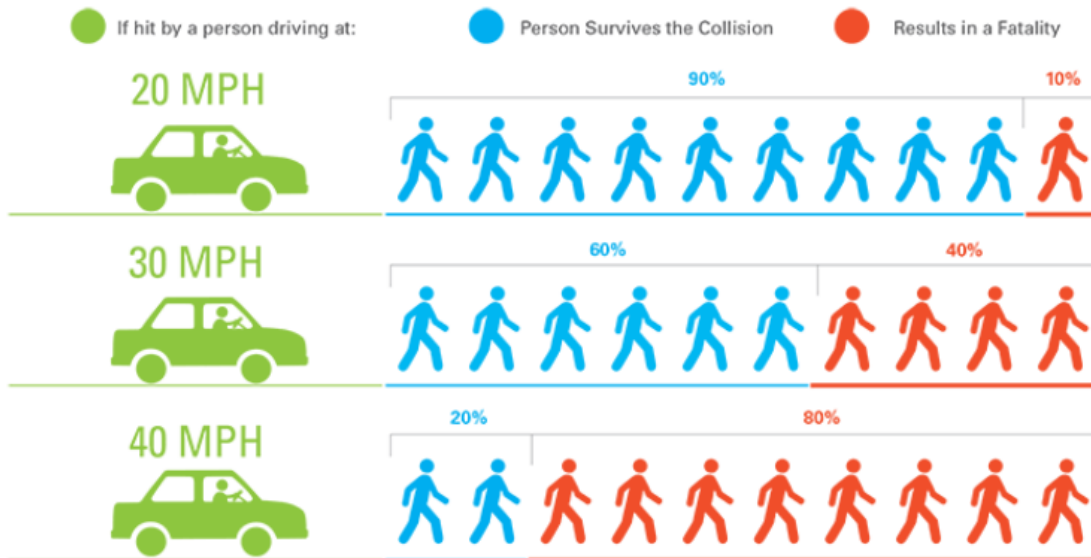


- 1.5** The Consultant will update the existing Program as well as anticipate future trends.
- 1.6** A Best Practices Review for the speed management plan is needed to provide direction for the duration of the study. The Consultant shall review case studies and best practices in locations that are likely to be most applicable to the City of Dublin. The review shall identify best practices for operational, planning, and policy considerations for a successful speed management program and include lessons learned and next steps in the state-of-the-art or practice of other speed management and neighborhood traffic management programs.
- 1.7** In addition to researching specific locations, resources from guiding organizations including, but not limited to the Institution of Transportation Engineers (ITE), National Association of City Transportation Officials (NACTO), Federal Highway Administration (FHWA), and National Highway Traffic Safety Administration (NHTSA) shall be reviewed and discussed.
- 1.8** [City of Dublin](#) resources such as [Share our Streets](#) and [Mobility in Dublin](#) can also be referenced.
- 1.9** The City will provide existing speed survey results, crash summaries, aerial mapping, and current standards, upon request. Consultant will supplement as needed.



## Report

- 1.10** Images, layouts, detailed descriptions, and graphics, such as the one below from the ITE website, will be developed for the program. Illustrations and graphics will be important to convey the intent and recommendations of the study to the public, stakeholders, and elected officials.



- 1.11** Planning level cost estimates for Program recommendations.
- 1.12** A user-friendly Executive Summary will be prepared that explains the key recommendations and conclusions.
- 1.13** Conclusions and final recommendations supported by the study goals and objectives, best practices and benchmarking will be prepared and incorporated into the final report.



## Public Involvement

- 1.14** Stakeholder engagement and outreach is needed to obtain valuable input from a range of stakeholders to shape the Program's goals, objectives, and recommendations, and, ultimately, build support to adopt and implement the Program.
- 1.15** A communications professional should be included on the Consultant team to coordinate with the City's Communications & Public Information (CPI) division and engage with the public, CSAC, and City Council.
- 1.16** The Consultant will prepare an Outreach and Engagement Strategy coordinated with the City's CPI division.

## Project Schedule and Status Updates

- 1.17** 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 **January 26, 2022**.
- 1.18** Status updates: Consultant will provide written project updates on a weekly basis via e-mail.

## 2.0 DELIVERABLES

- 2.1** 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.
  - An initial report will be submitted to City staff for review, along with an associated meeting for discussion. The target date for this discussion is on or before March 15, 2022. At a minimum, this submission will include:
    - Best Practices Review
    - Benchmarking Review
    - Additional Techniques Review
    - Draft Problem Statement, Project Goals, Objectives
  - At 30% completion, a draft report will be submitted to City staff for review. The target date for this discussion is on or before April 15, 2022. At a minimum, this submission will include:
    - Problem Statement, Project Goals and Objectives, revised if necessary
    - Best Practices, Benchmarking, and Techniques Review

- Speed Management Program Framework
- Outreach and Engagement Strategy coordinated with the City's CPI division
- Preliminary Recommendations
- Presentation for CSAC
- 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
  - Best Practices and Benchmarking Review
  - Draft Speed Management Program
  - Cost Estimates
  - Recommendations
  - Draft Report
  - Public and Stakeholder Engagement, as identified by the Outreach and Engagement Strategy
- 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
  - Best Practices and Benchmarking Review
  - Detailed Speed Management Program
  - Cost Estimates
  - Draft Policy Language for City Code
  - Recommendations and Next Steps
  - Presentation
- 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

- 2.2 Consultant must incorporate comments from Dublin and provide a disposition of comments in each subsequent submittal.
- 2.3 The Consultant shall summarize, and format specifically, any and all recommendations and graphics for posting on the City's website, including any public outreach media.

### 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 Speed Management Plan completed no later than **September 30, 2022**. 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 manager 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 team members 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 and 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, and 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. This maximum includes any pages with content, for a total of 20 PDF pages or 10 double-sided sheets. Examples include cover sheet, table of contents, cover letter, etc. The back cover and section dividers without any content are not included in the page count. 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 the City's Project Manager, **Jeannie Willis, PE**, [jwillis@dublin.oh.us](mailto: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 January 5, 2022. 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](mailto:twawzkiewicz@dublin.oh.us)