



## REQUEST FOR PROPOSAL

### PEDESTRIAN TUNNEL MAINTENANCE FY2023 - MEMORIAL DRIVE SOUTHWEST OF BERSKSHIRE COURT 22-012-CIP

#### EXECUTIVE SUMMARY

The City of Dublin is requesting proposals to perform detail design of replacing deteriorated retaining walls on a pedestrian tunnel under Memorial Drive. This project is fully funded by the City of Dublin.

The Division of Engineering is hereby requesting a proposal from multi-disciplined, professional engineering consulting firms to prepare detailed construction drawings for new retaining walls at the face of the existing tunnel. The majority of the design professionals involved with the project must be located in central 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

##### 1. PROJECT DESCRIPTION

- The City of Dublin has programmed the removal of the existing deteriorated stone façade/slope face at both ends of the pedestrian tunnel located on Memorial Drive southwest of Berkshire Court. Cast-in-place retaining walls are proposed to replace the existing stone façade retaining walls, which will require the existing mitered tunnel pipe ends to be removed and replaced with a standard 108-inch diameter concrete pipe, 8 feet in length - which is not mitered. The face of the retaining walls will be at the end of the standard concrete pipe. The proposed retaining walls will likely be a straight alignment and a minimum of 30 ft. in length. The retaining walls will have manufactured stone applied to exposed surfaces. The new pipe will have a concrete paved invert. The entire tunnel interior, both new and existing pipe, will be surfaced prepared, sealed, and painted on exposed surfaces. The existing timber guardrail on both sides of Memorial Drive will be removed and replaced with steel-back timber guardrail.
- No temporary construction easements are necessary for this project. Existing right-of-way, existing easements, and the Muirfield Association Walkway Easement areas will be adequate for most of the construction staging and construction of the project. Additional right-of-entry agreements will be secured by the City from adjacent property owners for construction.
- This project is programmed for design in 2022 and construction in 2023.

## 2. DESIGN CRITERIA/TECHNICAL REQUIREMENTS

- Provide construction plans and specifications to be complete and biddable set of construction documents.
- 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 of Dublin will prepare all additional bidding documents and bid the construction project. The Consultant will assist the City with answering questions during the bidding and construction period and if requested attend the pre-construction meeting.
- Design will follow ODOT, Columbus, and City of Dublin design guidelines.
- Permits: Consultant will prepare any permit applications necessary and provide the permit check. The City of Dublin will reimburse the Consultant for the permit fees.
  - If greater than 1 acre is disturbed, the Consultant will prepare NOI permit application and associated map.
- Utilities: In general, design tunnel work to minimize utility relocations when possible. The Consultant will contact all existing utility providers in the area and map accurately horizontal and vertical alignments. Non-destructive testing shall be required to locate existing utilities at critical utility crossing locations with proposed underground work. The Consultant shall submit plans to each utility provider at each stage for their record. The Consultant will document that each utility provider either provides 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. The consultant will perform utility coordination to ensure all impacted utilities relocate prior to the final plan submittal.
- Consultant shall submit with proposal a fee to perform four non-destruction test holes, if warranted, to determine locations of underground utilities. Fee shall be "if authorized" and separate from the main proposal fee.
- Maintain existing storm drainage facilities and flow, as possible. Provide positive drainage for the project.
- An initial SWPPP plan will be required. If earth disturbing activities are more than 1 acre, post-construction BMPs are required.
- At least two borings shall be taken to determine subsurface conditions and bearing capacity for the retaining wall footings. Consultant to provide geotechnical report.
- Two-way traffic to be maintained on Memorial Drive during construction.
- Memorial Drive may be closed to traffic at the tunnel location during shoring installation, footing excavation, 108-inch diameter pipe installation, and placing of concrete. Consultant to design detours for the closure of Memorial Drive.

- Grading Plan – a grading plan showing proposed and existing contours for the project. 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 3" and larger 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.
- Typical Section: Concrete sidewalk inside pipe – minimum 4-inch depth of Class COC 6 concrete. Compacted No. 57 stone under concrete. Shared-Use Path – Asphalt: Item 304 is 10 feet wide or match existing width; Item 301 is 9.0 feet wide or match existing width; and Item 448 is 8 feet wide or match existing width.
- Schedule for Design: Currently, all design services are to be completed by **November 30, 2022** in order for bid processes to begin in early January 2023. Construction is scheduled for 2023. Consultant to provide design schedule with proposal. Allow for a 3 week Dublin review for each plan stage.
- Retaining Walls – Reinforcing steel schedule is required with sketches. All steel to be epoxy coated.
- Aesthetics to match Dublin standards. Current intent for retaining walls is Dutch Quality great lakes limestone façade with cut limestone cap.
- If landscaping is removed, designer to provide a landscaping plan sheet with construction plans.
- Field survey information will be obtained as necessary for design and plan preparation. Survey information will supplement Franklin County Auditor's mapping and 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. If easements are needed for this project, they will be based on this information.
  - Provide project control. Set permanent bench marks. Survey at least 50 ft. beyond Memorial Drive right-of-way north and south side at the tunnel location and 100 ft. beyond the centerline of the tunnel, each side. Survey Memorial Drive pavement and ditches at least 400 ft. beyond tunnel centerline location to the east and west.

- 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, tunnel centerline, and detailed topographic information.

### 3. SUBMISSIONS

- The City will provide review comments within three weeks (15 working days) after receiving submissions.
- The Consultant shall submit plans to the City of Columbus, if applicable, and all private 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 and City of Columbus, if applicable, 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.
- All review submissions shall include: one (1) full-size plan set; three (3) half-size plan set (three-hole punched), a PDF of the submitted plan set, a PDF of the previous Dublin review comments, comment disposition,, and the current CAD files.
- Attend project kickoff meeting
- Tunnel Maintenance Plan and Analysis
  - For City review of draft horizontal and vertical alignment of the retaining walls.
  - To be submitted to the City well before 30% submittal.
- Preliminary, 30% Submittal
  - Typical sections
  - Scroll plot, plan with grading (scroll plot, 1" = 20' or 10')
  - All utilities identified, horizontal and vertical
  - Preliminary storm drainage, if required
  - Geotechnical information/report
  - Preliminary construction cost estimate
  - Printed sets
  - Attend review meetings – at least 3 meetings

- 60% Submittal
  - Title sheet
  - Typical sections
  - General notes
  - MOT plans, details, and notes (to the extent necessary)
  - Preliminary General Summary of quantities, sub-summaries if applicable
  - Plan sheets with grading, retaining wall, footing, 108" pipe
  - Grading plan: proposed grading with 1-ft. contours
  - Erosion and sediment control general sheet with notes (to the extent necessary)
  - Storm drainage
  - Landscaping plan
  - Construction cost estimate
  - Printed sets
  - Attend review meetings – 2 meetings
  
- 90% Back Check Submittal
  - Full plan set required
  - Printed sets
  - Construction cost estimate
  - Attend Review Meeting
  
- Final Submission (100% complete)
  - Mylar title sheet (four-mil, double mat) for signatures
  - Link to all electronic files in both Auto Desk's AutoCAD Civil 3D Release 2016 or higher DWG format and PDF format to the City for record purposes. All AutoCAD files shall be provided for both basemaps; and individual plan sheets.
  - Three (3) 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 the contractor.
  
- The Consultant will prepare and submit one (1) set of all final detailed engineering plans and technical specifications, quantity estimates and final construction cost estimate prepared in Excel (Dublin Bid Schedule format for Bid Express).
  
- Consultant to provide an "if authorized" fee for on-going services during construction for potential structural reviews if needed, or assistance in pre-bid question responses. Fee not to exceed \$5,000.

#### **4. TIME OF COMPLETION**

- The Consultant affirms that schedule is important regarding the execution of this project and furthermore accepts the City's commitment to have completed the all design services by November 30, 2022.
  
- 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.

- 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.
- Status Reports. Consultant will provide project monthly updates via email. Reports shall include status of ongoing tasks, action items, issues or problems to be addressed, impacts to the project schedule and a revised schedule if necessary.
- Failure of the Consultant to comply with the above-established deadline will jeopardize consideration of the Consultant for providing professional engineering services on future City projects and may be used as cause to reject future proposals submitted by the Consultant to the City.

## 5. PROPOSAL CONTENT & EVALUATION CRITERIA

Evaluation of the Proposals, and selection of the consultant to provide these professional consulting services, shall be based on the following criteria:

- **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 three (3) projects that best demonstrate their experience on similar projects and provide the Estimated Construction Cost and the Final Construction Cost of each project along with the final design cost.
  - Name and experience of principal responsible for the work.
  - Name and experience of project engineer that 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 that would be assisting in the performance of the work.
  - Name and experience of key personnel from all subconsultants that would be assisting on the project.
  - 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.
- **Capacity to Perform the Work**
  - Consultant shall submit a statement of understanding for the work to be performed, as well as Consultant's planned approach to the Scope of Services.
  - Consultant shall submit a statement of understanding for successfully completing this project within the established timeframe.
- **Time of Completion**
  - Consultant shall demonstrate their commitment to perform the work expeditiously and without delay.

- Consultant shall demonstrate their ability to adhere to the project schedule and complete all professional consulting services by the project deadline.
- **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.
  - Utilities: The Consultant is to evaluate existing utilities for possible conflicts and propose options for the mitigating any conflicts.
- **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.
- **References**
  - Quality, responsiveness, timeliness, and cost of work previously performed and completed for the City of Dublin or other agencies/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 meet budgets.
  - Overall communication and cooperation of the consulting firm and its principals and key technical personnel with the client.

## 6. PROPOSAL REQUIREMENTS

- Responding firms shall include in their Proposals all the information that is requested in Section 5, Proposal Content & Evaluation Criteria. 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.
- The Proposal shall not exceed fifteen (15) pages. Three (3) copies shall be submitted, if submitting hard copies.

- Proposal to be submitted by electronic submission. 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.

## 7. 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 June 9, 2022. Authorization to proceed planned for June 28, 2022.

## 8. PROPOSAL DEADLINE

Proposals are due by **Thursday, June 2, 2022 at 4:00 p.m.** Proposals delivered after this deadline will not be considered.

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

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. 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.

**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.