

## REQUEST FOR PROPOSAL

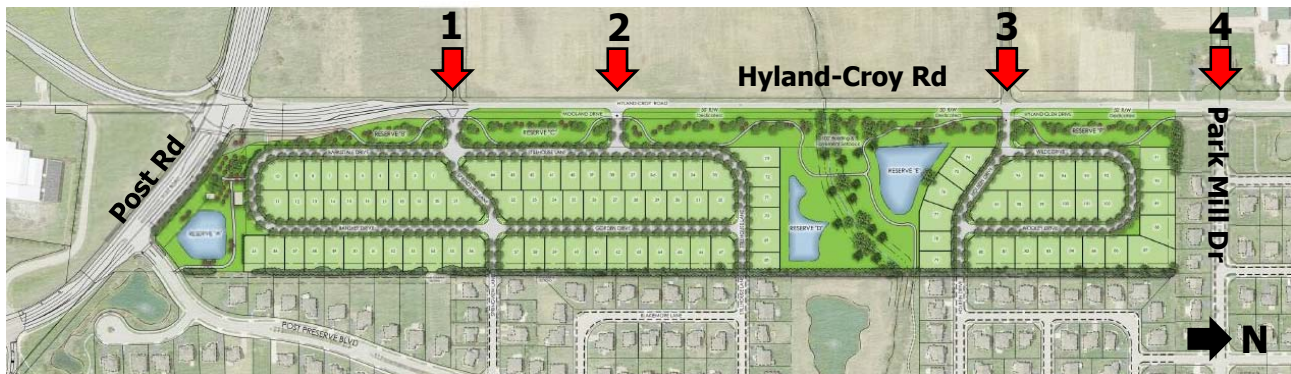
City of Dublin, Ohio  
Division of Engineering

### Hyland-Croy Road Improvements Detailed Design

#### EXECUTIVE SUMMARY

The City of Dublin is requesting a proposal to perform the detailed design of the corridor improvements for Hyland-Croy Road. This project is funded by Union County and the City of Dublin.

The City is currently in the process of procuring the professional services of a consulting engineering firm to prepare construction drawings. The City of Dublin, Division of Engineering 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 Project Description and Scope of Services listed below.



*Figure 1. Hyland Glen Development - TIS Intersection Identification*

#### 1. PROJECT DESCRIPTION

This project involves the detailed design for improvements along Hyland-Croy Road widening to a 3-lane roadway section, inclusive of a two-way left turn lane, from the US 33/SR 161/Post Road Interchange Project limits (and connections to the project) north to and including intersection improvements at Park Mill Drive (#4 above). The project will include connections to three new intersections on Hyland-Croy Road in conjunction with the Hyland Glen Development (see figure 1 above) which are, #1 – Springview Lane (RIRO), #2 Moorland Drive (Signalized), #3 – Holbein Drive/Weldon Road (full access, side street stop sign controlled) and turn-lanes as depicted in figure 2 below. The project will include roadway widening, roadside ditches, storm infrastructure, new roadway intersections, Maintenance of Traffic (MOT), traffic control, traffic signal design, traffic signal modification, shared-use path, utility burial, timber guardrail, landscaping, and post-construction Best

Management Practices (BMP), as needed. Right-of-way plans, legal descriptions and exhibits will also be prepared.

- 1.1.** General Scope: This project includes Detailed Design for the Hyland-Croy Road Corridor Improvements in conjunction with the Hyland Glen Development and US33/SR161/Post Road Interchange project. New intersections with Springview Lane, Moorland Drive, and Holbein Drive will be made in conjunction with the Hyland Glen Development. The intersection with Park Mill Drive will be modified by this project.
- 1.2.** Completion Date: Final design plans to be complete in early January 2023. Consultant to provide project milestone dates in their proposed schedule. Property acquisition and utility relocation are expected to occur beginning in September 2022, but are desired to be avoided if possible.
- 1.3.** Prior Plans & Studies: Consultant should refer to the Hyland Glen Traffic Impact Study November 2021 and the Jerome Grand (Jacquemin Farms) Traffic Impact Study from March 2018. Any traffic impact studies performed for area development proposals should be reviewed throughout the life of the subject project. Potential sites include, but are not limited to the Hawkins and Wirchanski property proposals. Recommended mitigations for these sites should be considered in the subject design. Record plans can be provided by the City of Dublin/Union County.
- 1.4.** Coordination: The consultant will coordinate the improvements along Hyland-Croy Road with the City of Dublin, Union County, the Hyland Glen Developer, and ODOT (as needed).
- 1.5.** Status Updates: Consultant will provide project updates on a weekly basis via e-mail and/or virtual meeting
- 1.6.** Maintenance Responsibility: City of Dublin (Park Mill Drive east of Hyland-Croy Road, Post Road east of Hyland-Croy Road, Springview Lane, Moorland Drive, and Holbein Drive), Union County (Hyland-Croy Road, Park Mill Drive Signal), and ODOT (LA-R/W of Post Road/S.R. 161, and U.S. 33).
- 1.7.** Type of Consultant Agreement: Cost plus fixed fee
- 1.8.** Cost Estimates: The consultant will update the cost estimates for the project with each submission. Final estimate will include submission of Bid Express bid schedule template.
- 1.9.** Project Bidding: The City of Dublin will prepare all additional bidding documents and bid the project. Consultant will assist the City with answering questions during the bidding and construction period, attend the pre-construction meeting, and update cost estimates as needed during bidding.
- 1.10.** Technical Memorandum: All of the data, analysis, and findings will be documented in a technical memorandum that includes technical appendices with all data, calculations, and analysis software outputs. The consultant will facilitate one (1) meeting to discuss the final technical memorandum and any revisions. This report will be provided in both hard copy and an electronic PDF format.
- 1.11.** Other Meetings: The consultant will attend one (1) meeting for each plan submission and up to two (2) additional meetings with City Staff to discuss progress, methods, assumptions, or other items upon request by the City, other jurisdictions, or the consultant. Consultant will plan

to attend up to two (2) public meetings with up to two (2) exhibits for each meeting. See section 2.29 for additional needs.

- 1.12.** ODOT Permitting: Consultant to coordinate and perform ODOT permitting for work within ODOT LA-R/W. Submission to ODOT will only be the necessary sheets within the LA-R/W and adjacent items as needed or requested by ODOT.
- 1.13.** Project Manager: Consultant to act as the City’s project manager for the project. Taking an active role in ensuring the project delivery, communications, and schedule. Consultant will actively contact the City and project partners for necessary input to ensure project success.
- 1.14.** Project Schedule: A detailed project schedule is required with the response. The project schedule must include dates for key tasks, milestones, and meet the overall completion date. The consultant must demonstrate the ability to meet their proposed schedule. The consultant may assume an estimated authorization date of **July 11, 2022**.

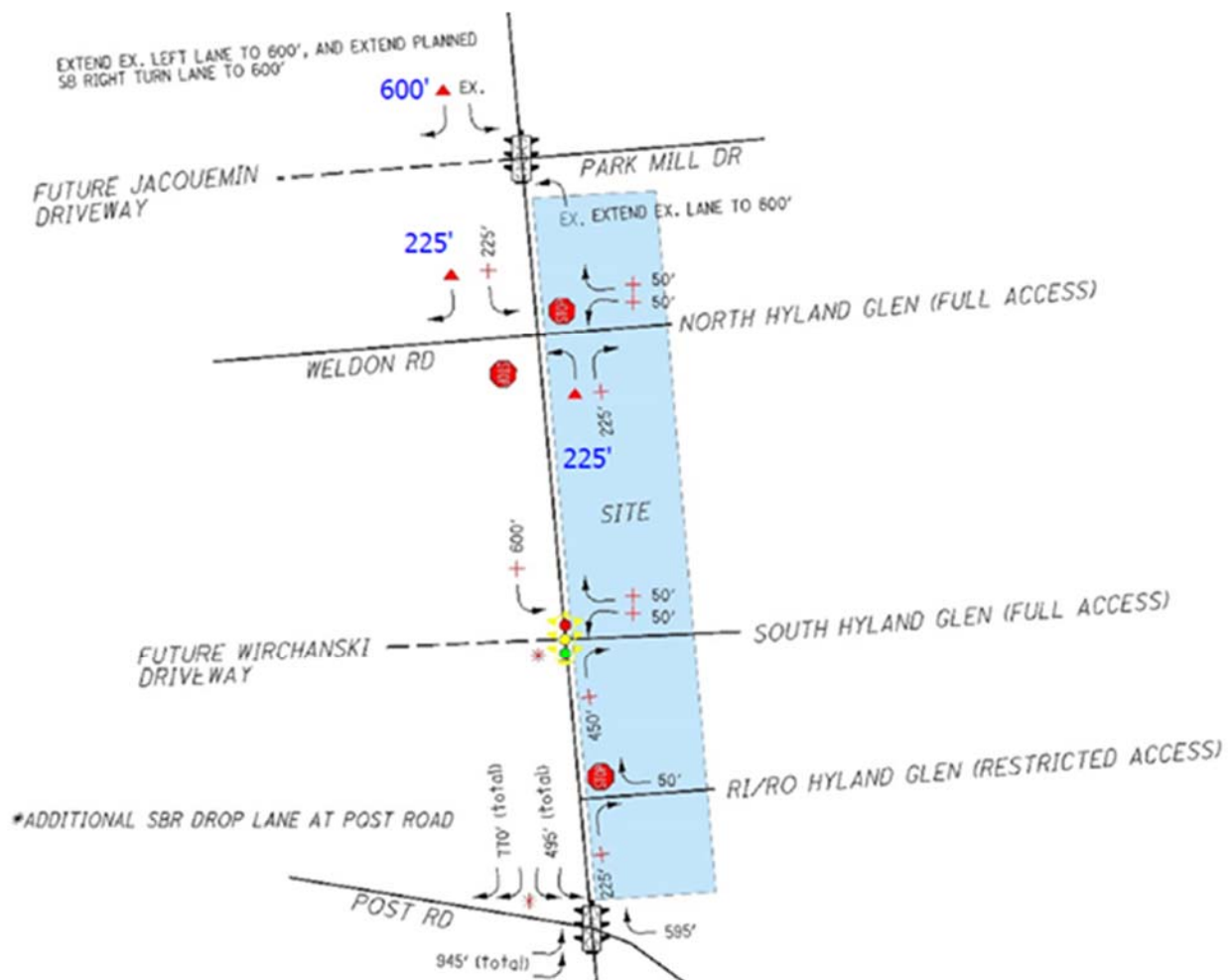


Figure 2. Hyland Glen TIS Intersection Diagram

**2. PROJECT DESIGN CRITERIA**

- 2.1.** City of Dublin standards, Columbus Construction and Material Specifications (CMS) and the Ohio Department of Transportation (ODOT) CMS, current edition will be used.
- 2.2.** Functional Classification: Minor Arterial – Hyland-Croy Road

- 2.3.** Design Year: 2032
- 2.4.** Design Speed: 50 mph for Hyland-Croy Road. 25 mph for Park Mill Drive, Holbein Drive, Weldon Road, Moorland Drive, and Springview lane.
- 2.5.** Design Vehicle: SU-30
- 2.6.** Horizontal Alignment: Horizontal alignment will be performed to minimize the impact to adjacent properties and developments.
- 2.7.** Vertical Alignment: Vertical profile will be performed to minimize the impact to adjacent properties and developments.
- 2.8.** Pedestrian Facilities: A shared-use path will be constructed with this project that is planned to generally run parallel to, and alongside the east side of Hyland-Croy Road as depicted on the Hyland Glen Final Construction Documents. The shared-use path will connect with the proposed shared-use path built with the ODOT project and to existing facilities near Park Mill Drive. Pedestrian connections to be made with existing and proposed improvements. This path meanders in and out of the public right of way and through the open space along the Hyland Glen Development. Coordination with the Hyland Glen Developer will be necessary.
- 2.9.** ADA Requirements: All intersections, driveways, ramps and paths shall be designed to meet ADA requirements throughout the project. Four (4) leg intersections will require eight (8) ADA ramps, three (3) leg intersections will require six (6) ADA ramps.
- 2.10.** Typical Section Criteria:
  - A** Lane width = 12-feet (or adjusted as design develops); Cross slope = 1.60%
  - B** Roadside ditches: follow Dublin standard (3:1 max slope without protection, 4:1 or flatter preferred)
  - C** Curb-and-gutter: Dublin standard per Dublin SCD RD-02
  - D** Straight curb: Dublin standard per Dublin SCD RD-11
  - E** Shared-use Path: Width = 8-feet; Cross slope = 1.60%; asphalt per Dublin SCD RD-06
  - F** Sidewalk: Width = 4-ft; concrete per Dublin SCD RD-05
  - G** Back Slope: Desired = 4:1 or flatter; Maximum = 3:1
  - H** Pavement Type: Full-depth asphaltic concrete. Consultant to perform pavement design analysis and provide a pavement composition recommendation following ODOT pavement design manual. Existing roadway composition and condition to be analyzed by Consultant for feasibility of re-use.
- 2.11.** Drainage Design: Open ditch drainage system per City of Dublin requirements.
  - A** Ditches & Culverts
    - a.** Design Year Storm: 25-year flowing full
    - b.** Hydraulic Grade Line Check: 100-year event
- 2.12.** Enclosed Storm
  - a.** Design Year Storm: 5-year flowing full
  - b.** Hydraulic Grade Line Check: 10-year event
  - B** Curb-and-gutter inlets: ODOT standard as needed, unless approved otherwise.
  - C** Allowable pavement spread: Spread calculations shall be provided in curbed areas with all storm drainage calculations.
  - D** Post Construction BMP: The Consultant will evaluate the need for a post construction BMP. If required, a BMP shall be designed in accordance with the City of Dublin stormwater management design manual and ODOT L&D, Volume 2.

- E** Improvements will be shown on the roadway plan sheets with separate sheets for storm profiles as needed.
- F** All proposed storm sewer pipe shall meet Columbus CMS 706.02
- G** Storm sewer calculations and tributary area map shall be included.
- 2.13.** Driveways: Replace in kind using City of Dublin SCD RD-07. Drive profiles and details shall be provided. Maximum profile slope: Apron = 4.0%, Crosswalk = 1.60%
- 2.14.** Roadway Lighting: Lighting will only be utilized at intersections. Lighting to be per ODOT CMS (current edition) and City of Dublin SCD SI-01 through SL-08. The Consultant will perform the LED lighting layout and provide it to the City in CAD and Visual format. The Consultant shall be responsible for generating the circuit diagram, voltage drop calculations and quantity calculations.
- 2.15.** Grading Plan: Shall be shown using one-foot interval contour lines on separate sheets for the entire project.
- 2.16.** Guardrail: Length of need for guardrail will be analyzed by the Consultant and recommend any treatments necessary. Should guardrail be required, timber guardrail is preferred for installation at each required location along the project.
- 2.17.** Traffic Control: Signing or pavement marking (Item 644 - Thermoplastic Pavement Markings) plans shall be in accordance with Ohio Manual of Uniform Traffic Control Devices and the ODOT C&MS, 2010 edition.
- 2.18.** Traffic Signal: Follow City of Dublin/Union County standards for traffic signals on the project. The consultant will provide design and recommend upgrades (addition of battery backup, cabinet riser for battery backup, etc.) at the Hyland-Croy Road and Park Mill Drive signal as necessary for the project work. Consultant will provide full detailed design for the Hyland-Croy Road and Moorland Drive signal.
- 2.19.** Material lead times: Due to the schedule of the project, the City and Union County believe it will be necessary to pre-purchase the mast arms at the Hyland-Croy Road and Moorland Drive signal. As such, the designer will advance the signal design and conflict analysis to facilitate the purchase. Consultant will advise the City if any other project material items will require significant lead-time (signal equipment, etc.).
- 2.20.** Detection and advanced technology: Detection is to be Wavetronix. Dilemma zone detection for Hyland-Croy Road through lanes. Detection for stop bar, left turn lanes and side streets.
- 2.21.** Maintenance of Traffic: Generate conceptual MOT and subsequent final detailed MOT notes and phases with input from City/Union County staff. Two-way traffic will be maintained throughout the project area at all times. MOT coordination with the ODOT project and Hyland Glen Development will be required.
- 2.22.** Proposed Right-of-Way & Easements: The right-of-way documents shall follow ODOT requirements for 8½" legal exhibits and descriptions, property map and centerline plat. Consultant to define existing right-of-way on Union County Parcel #1700310390010. Right-of-way may need to be acquired from multiple properties. Consultant to design project to mitigate additional right-of-way needs, if possible.
- 2.23.** Utility Relocations: Coordination will be led by the Consultant with assistance from the City of Dublin as necessary.
  - A** Public Utilities: In general, design roadway to minimize utility relocations when possible. The AEP pole line is intended to be buried as part of this project. Designer to coordinate

with AEP for timing and design. The City will provide necessary plans for all public utilities in the project area. Dublin duct bank design to be included with the project within Dublin corporation limits.

- B Private Utilities:** In general, design roadway to minimize utility relocations when possible. The Consultant will contact all existing utility providers in the area and map accurately horizontal and vertical alignments. In conjunction with each plan submission, consultant will provide plans to all existing utility providers and ask for comments and feedback on the plans. The Consultant will document that each utility provider either provides a "No Conflict" letter or their intent to relocate their facilities by a specific clear date. The Consultant will make all CAD files available to the utility companies as necessary. The 30%, 60%, 90% and final versions of the construction drawings are to be submitted to the involved private utility companies. Copies of transmittal letters will be submitted to the City. Consultant to coordinate private utility relocations and provide a utility note (similar to ODOT project utility note) for incorporation in the project documents.
- C Non-destructive testing** may be required at ten (10) locations to locate existing utilities at critical utility crossing locations with proposed underground work. The Consultant will submit final plans with test results to each utility provider for their record and coordination of potential relocation.

- 2.24. Geotechnical:** The City/Union County will provide the Consultant with any existing boring logs in this area. Geotechnical borings will be necessary to determine existing roadway condition for design of the roadway. Consultant will provide the City and Union County with a technical report on the existing pavement and make a recommendation whether to reuse the existing pavement or reconstruct the roadway entirely with the 10% submission. See 2.10.H.
- 2.25. Restoration:** All medians, shoulder, roadside ditches, tree lawns, and any affected yard areas located on the backside of the shared-use paths will be restored with 3-inches of topsoil free of aggregate, and to include seed, fertilizer, and watering per City of Dublin design criteria.
- 2.26. Permits:** The Consultant will apply and pay for all necessary permits. The Consultant shall prepare any necessary permits. The City of Dublin/Union County will reimburse the consultant for permit fees.
- 2.27. NOI permit:** The Consultant will file the application, map and fee for the NOI for the project.
- 2.28. Plan Format:**
  - A** ODOT format unless directed otherwise by the City.
  - B** Cover sheet: 34"x22", 4 mil polyester film mylar
  - C** One (1) full sized plan sets (bound), Five (5) half-sized plan sets (three hole punched)
  - D** Scales: English units
    - a.** Plan and Profile: 1"=20' horizontal, 1"=5' vertical
    - b.** Cross Section: 1"=5' horizontal and vertical
    - c.** Details: As necessary
  - E** Text Format: 0.1" minimum text height and NO slanted text
  - F** Columbus water plans will be prepared, and submitted digitally to Columbus, as needed
- 2.29. Meetings:**
  - A** Project kickoff meeting

**B** Interactive plan review with the City is anticipated with a maximum of 4 meetings with the City to obtain the 30% plan set.

**C** Two meetings are anticipated after both the 60% and 90% submissions, for a total of 4 meetings, to discuss review comments.

**2.30.** Plan Submissions & Review. Plan submissions will be made to Dublin at the following stages: 10% complete, 30% complete, 60% complete, 90% complete, and final roadway plans. The City/Union County will review plans and provide comments within 3 weeks of submission date. If any water lines or hydrants are impacted the consultant will submit plans to Columbus for review. Consultant will pay any City of Columbus review fees. This can be included on an invoice to be reimbursed by the City.

### **3. SURVEY**

**3.1.** The existing roadway alignments and rights-of-way have not been surveyed. The Consultant shall use the Union County Auditor's mapping, Franklin County Auditor's mapping, existing record plans which will be provided by the City of Dublin, Dubscovery open data, and aerial photography to prepare initial base plans.

**3.2.** The Consultant will prepare and send a letter which has been reviewed and approved by the City to all affected property owners informing them of survey work before the start of field work.

**3.3.** Field survey information will be necessary for design and plan preparation. Survey information will supplement Franklin County Auditor's mapping and will include:

**A** Control: Establish centerline of Right-of-Way.

**B** Benchmarks: Establish temporary benchmarks (TMB) for vertical control based on existing control monumentation in the area. The vertical control datum will be NAVD 1988. Placement shall be such that the TBM's will not be disturbed during construction.

**C** Alignments: Establish a survey baseline for horizontal control. Horizontal datum will be Ohio State Plane Coordinate System, South Zone, NAD 83 (1986).

**D** Profiles: Profile mainline and side roads at maximum 50' intervals and driveways as necessary to accurately define existing conditions.

**E** Cross Sections: 50' intervals with additional sections at driveways or other areas of varying topography which require additional detail. Minimum width of 75' from centerline, or as needed based on design.

**F** Obtain property corner information and building corners by field survey and property research to establish property boundaries for plan preparation. Rights-of-way that are needed for this project will then need to be obtained.

**G** Prior to and during the field survey work and data collection, gather existing utility information from: The Ohio Utilities Protection Service (OUPS), private utilities, public utilities and City of Dublin, including but not limited to the locations of existing water mains, water taps, sanitary sewers, sanitary sewer taps, and storm sewers.

**H** In addition to the above, obtain topographic information to supplement mapping: including the collected utility information; roadway centerline; ditch profile & cross-section; and detailed topographic information.

**I** Within City of Dublin Corporation Limits, a tree survey in accordance with City Ordinance No. 95-96 shall be completed. Plan sheets shall clearly show where tree removal is unavoidable.

**J** Right-of-Way Staking: Locate lath on existing and proposed right-of-way and/or easements for the City and property owners.

#### **4. DETAILED DESIGN**

##### **4.1. 10% SUBMISSION/PRELIMINARY ENGINEERING**

**A** Provide alternative layouts, and a recommended alternative for fitting the proposed travel lanes, bicycle and pedestrian facilities into the area available for the improvements. Elements should include, but are not limited to:

**a.** Typical sections, preliminary profile, and structural components

**B** Provide geotechnical information and guidance whether the existing Hyland-Croy Road pavement can be utilized or must be rebuilt for this project.

**C** Identify impacts, and ways to minimize impacts, along the corridor. Minimize right-of-way acquisition where possible.

##### **4.2. 30% SUBMISSION (Line, Grade & Typical)**

**A** The following items are to be included in the 30% plan set for two sets of construction drawings, one set for each project phase:

**a.** Title Sheet

**b.** Typical Sections

**c.** Schematic Plan

**d.** Plan & Profile: All horizontal geometry showing the toe/top of slope to assist in determining the impacts to adjacent properties and the need for additional right-of-way or easements.

**e.** Cross Sections

**f.** Preliminary Grading Plan

**g.** Preliminary Signal Plan

**h.** Preliminary Cost Estimate

**i.** Preliminary right-of-way impact drawing with acreages calculated for each impacted parcel.

**j.** The Consultant will prepare and submit two (2) full-size sets & one (1) half-size set of 30% plans for City review.

##### **4.3. 60% SUBMISSION**

**A** The following items are to be included in the 60% plan set for two sets of construction drawings, one set for each project phase:

**a.** Refined 30% plan set

**b.** Cross Sections

**c.** Preliminary Maintenance of Traffic (MOT) plan

**d.** Preliminary storm sewer layout, profiles & drainage calculations

**e.** Lighting plan

**f.** Traffic signal plan

**g.** Traffic Control Plan Signs and pavement marking plan

**h.** Grading plan

**i.** Landscape plan

**j.** Right-of-Way plans

**k.** Updated cost estimate



- l.** The Consultant will prepare and submit two (2) full-size sets & one (1) half-size set of 60% plans for City review.
- m.** Electronic files in PDF format
- n.** Drainage calculations

#### **4.4. RIGHT-OF-WAY SUBMISSION**

- A** The following items are to be included in the right-of-way submission:
  - a.** Right-of-way plans for each project phase
  - b.** Legal descriptions and exhibits for each project phase

#### **4.5. 90% SUBMISSION**

- A** The following items are to be included in the 90% plan set for each project phases:
  - a.** Refined 60% plan set
  - b.** General summary with quantities, including sub-summaries
  - c.** Final drainage calculations
  - d.** SWPPP & Erosion plans
  - e.** Revised construction cost estimate
  - f.** Electronic files in PDF & CAD format
  - g.** The Consultant will prepare and submit one (1) full-size set & two (2) half-size set of 90% plans for City review.

#### **4.6. FINAL SUBMISSION**

- A** The following items are to be included in the final submission for the total plan set:
  - a.** Provide one Mylar title sheet and signature sheet (if different from title sheet) (four-mil, double mat)
  - b.** One set of all electronic files on USB drive in AutoCAD Release 2008 to 2022 DWG format including all supporting files (SHP, SHX, CTB, STB, etc.)
  - c.** All project information electronically submitted including: all base AutoCAD files including all supporting files (SHP, SHX, CTB, STB, etc.), and cut sheets, calculations, PDFs of plan sheets and any other relevant project information.
  - d.** One half-size set of paper originals to the City for reproduction purposes and four (4) additional half-size sets, three hole punched
  - e.** Full size sets, as requested to meet the City's and contractor's needs
  - f.** Final construction cost estimate including all quantity calculations in a format which can be checked for accuracy should questions arise during construction.

#### **4.7. SPECIFICATIONS FOR DETAILED FINAL DESIGN**

Construction plans and specifications will be prepared to be a complete and biddable set of construction plans. The following design manuals and standards shall be followed as applicable:

- A** City of Dublin; Standard Drawings, Standards for Title Sheet, General Notes, Driveway Standards, AutoCAD example, and Electronic Submission Standards will be provided to the Consultant
- B** City of Dublin Stormwater Design Manual
- C** City of Dublin Transportation Design Manual
- D** City of Columbus Standard Construction Drawings (SCD)

- E** City of Columbus 2018 Construction and Material Specifications including supplemental specifications
- F** ODOT's 2019 Construction and Material Specifications
- G** ODOT's OMUTCD
- H** ODOT's Standard Construction Drawings (SCD)
- I** ODOT's "Location and Design Manual"
- J** ODOT "Pavement Design Manual"
- K** ODOT's 2020 "Minimum Specifications for Aerial Photography and Mapping
- L** ODOT's "Specifications for Subsurface Investigations"
- M** "Conveyance Standards" of the Union County Auditor and the Union County Engineer dated May 1, 2014, as adopted under ORC 319.203.
- N** 2010 ADA Standards for Accessible Design

#### **4.8. TIME OF COMPLETION**

- A** The consultant affirms that time is of the essence regarding the execution of this project and furthermore accepts the City's commitment to have a biddable set of final construction drawings completed on or before early January 2023. Therefore, the consultant commits to work with the City to perform their professional services expeditiously.
- B** 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.

### **5. PROPOSAL CONTENT**

Evaluation of the Proposals and ultimate selection of the consultant shall be based on the following criteria:

#### **5.1. Firm and Individual Qualifications**

- A** 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.
- B** 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 be provided upon request.
- C** Name and experience of principal responsible for the work.
- D** 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.
- E** Name and experience of team members who would be assisting in the performance of the work.
- F** Name and experience of key personnel from all subconsultants who would be assisting in the design and completion of this project.

#### **5.2. Capacity to Perform the Work**

- A** 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.
- B** 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.

**5.3. Time of Completion**

- A** The demonstrated commitment of the firm to perform the work expeditiously and without delay.
- B** The ability of the firm to meet the Time of Completion.

**5.4. Compensation**

- A** 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 biddable construction plans no later than the **proposed completion date**. Failure to submit fee proposal may cause the City to reject the proposal for this project.

**5.5. References**

- A** Quality, responsiveness, timeliness, and cost of work previously performed and completed for the City of Dublin or other agencies/municipalities.
- B** Completeness of thoroughness of work performed. Accuracy of previous estimates of professional fees and estimated construction costs relative to final construction costs.
- C** Capabilities of key technical personnel who were assigned to perform and complete the work.
- D** Capabilities of key technical personnel from all subconsultants who were assigned to perform and complete the work.
- E** The ability of the consulting firm to meet schedules and deadlines.
- F** The ability of the consulting firm to control costs and meet budgets.
- G** Overall communication and cooperation of the consulting firm and its principals and key technical personnel with the client.

**6. PROPOSAL REQUIREMENTS**

- 6.1.** Responding firms shall include in their Proposals all the information that is requested in the previous section, 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.
- 6.2.** The Proposal shall not exceed fifteen (15) 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.
- 6.3.** 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.

- 6.4.** All material submitted in accordance with this Request becomes property of the City and will not be returned.

**7. PROPOSAL DEADLINE**

**7.1.** The Proposal shall be submitted to the following address **no later than 4:00 PM on Wednesday, June 14, 2022.** Proposals received after this deadline will **NOT** be considered.

**7.2.** Consultant selection will be made on or before June 22, 2022.

**8. REQUESTS FOR INFORMATION**

If you have any questions regarding this request, please contact Project Manager **Brian Gable, PE**, [bgable@dublin.oh.us](mailto:bgable@dublin.oh.us) or 614.410.4641. Any other contact with City personnel related to this request, prior to the formal selection of the consultant, is expressly prohibited without the consent of the City's Project Manager.

Consultants shall submit their response to:

**Brian Gable, P.E.**  
City of Dublin, Ohio  
Division of Engineering  
6555 Shier Rings Road  
Dublin, OH 43016  
614.410.4641  
[bgable@dublin.oh.us](mailto:bgable@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. 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.