



ENGINEERING • 115 Executive Parkway, Suite 400 • Hudson, Ohio 44236 • (330) 342-1770

REQUEST FOR PROPOSAL

ENGINEERING CONSULTING SERVICES

For the Design of the

Middleton Road and Stow Road Sidewalk Improvement Project

**For the City of Hudson
Summit County, Ohio**

Dated: January 25, 2021

General Proposal Information and Requirements

A. Project Introduction

The City of Hudson, Ohio (City) is soliciting proposals from professional design, engineering and surveying consultants (Consultant) for the analysis, engineering, and design of a new 5 ft. wide sidewalk improvement project on a portion of Stow Road and Middleton Road on the north side of the City. The objective of this project is to improve pedestrian safety and connectivity within the City. The proposed project includes the surveying, engineering, and design of one - 5 ft. sidewalk, the entire length of project limits. These services include all surveying, investigation, preparation of engineering plans, specifications, estimates (100% PS&E) and other miscellaneous services described within the proposal for the design to be completed by March 2022. The consultant shall provide an alternate cost for the Request for Information (RFI) during the bid process, consulting during the construction bidding, which includes shop drawing review. The City of Hudson Engineering Standards, Ohio Department of Transportation Design Standards, Ohio Manual of Uniform Traffic Control Devices, and American with Disabilities Act, that may apply, shall be used for this project.

All Consultants are encouraged to visit the project sites prior to submitting a proposal. The consultant shall review all areas from the public right-of-way and please do not enter any private property. The Consultant is also encouraged to utilize the City GIS website.

B. Background

The City of Hudson is located in northern Summit County, Ohio with a population of 22,500. The City is approximately 25 square miles. The City is primarily a residential community with commercial, retail, office, and some light industrial areas, which are mainly on the south and west borders of the City. The east side of the City, where this project is located, is just to the east of the central business district with mostly residential neighborhoods, parks, and a private school. Middleton Road is a primary east-west roadway with an estimated ADT of 1,400 to 3,900. Stow Road is a primary north-south roadway with an estimated ADT of 8,000.

C. Issuing Department

The City of Hudson prepared the RFP for this project. Questions relating to its contents shall be addressed to Mr. Thomas J. Sheridan, P.E., P.S., CFM, Asst. City Manager – Professional Services; at TSheridan@hudson.oh.us or at (330) 342-1775.

D. Consultant Qualifications

All prospective consultants must clearly demonstrate and document the following minimum criteria:

The Consultant and sub-consultants shall have a minimum of ten year’s professional experience providing surveying, engineering design services, including sidewalk, decking, storm, retaining wall and roadway design.

The Consultant and subconsultants shall be currently registered, and in good standing throughout the length of this project, as professional engineers, and surveyors within the State of Ohio.

E. Consultant Responsibilities

The Consultant shall be capable of providing all the professional services as described under the Scope of Services and to maintain those capabilities until the project is successfully finished.

F. Completeness of the Proposal

1. The proposal shall address all items completely in accordance with the format provided within this proposal & shall be signed by an officer of the firm authorized to bind the Consultant to its stated provisions.
2. The contents and commitments in the proposal shall remain firm for one hundred (120) calendar days from the submittal due date.

G. Scope of Project

The general scope of this project is described in **Appendix-A** under Project Description.

H. Scope of Services

The expected work to be performed by the Consultant is described in **Appendix-B** under Scope of Services.

I. Project Schedule

The tentative project design schedule is as follows:

Proposed Milestones	Date
Proposal Release	January 26, 2021
Proposals for design due date	February 12, 2021
Evaluate Proposals, Interviews	Feb./Mar., 2021
Council approval of Design Firm	April, 2021
Contract Executed, Notice to Proceed	May, 2021
Substantial Completion/Utility Reviews	Jan. 7, 2022
Design Completed & ready to bid	March 11, 2022

J. Responses

One (1) electronic version of the Consultants Proposal (PDF Format) shall be submitted to the City, Attn: Mr. Thomas J. Sheridan, Assistant City Manager –

Professional Services at: TSheridan@hudson.oh.us by 4:00 P.M. local time, Friday, February 12, 2021.

No proposals will be accepted after the above date and time.

K. Acceptance of Proposal Content

The completeness and content of the proposal will be the basis for the initial evaluation. Further information, as required, including the possible interview of one or more of the Consultants, the thoroughness of the consultant's proposals may serve in the final decision of the recommended Consultant.

L. Contract

A formal contract will be entered into with the recommended Consultant and the City once City Council has approved the selection. The approved Consultant will be required to sign the City of Hudson - Standard Consultant Agreement. (See attached.)

M. Consultant Compensation Reimbursement

After the execution of the contract with the selected Consultant, the City of Hudson will conduct the compensation reimbursements in accordance with the following guidelines:

1. The Consultant shall keep records of the hours spent on this project by task and by employee classification along with all direct expenses. These records must be made available for audit by the City of Hudson at any time during the course of the project.
2. Invoices submitted by the Consultant shall be in a format approved by the City of Hudson and consistent with the present policies of the City. The City will not be subject to any type of late fees or penalties associated with any invoice submitted as part of this project. Failure to comply with this provision will serve as cause for termination of the contract. The approved purchase order number shall be on all invoices. The P.O. # on all invoices.
3. The type of compensation for this project shall be in accordance with the information found in the section identified as Fee in Part II, Proposal Format.

N. Rejection of Proposals

The City of Hudson reserves the right to reject any and all proposals received as a result of this RFP, or to negotiate separately with any source whatsoever, to serve the best interests of the City. Failure to provide all requested information in the format stated below may serve as cause for rejection of the proposal.

O. Incurred Cost

The City of Hudson will not be liable for any cost incurred by the Consultant for any work performed during this proposal process and including the executing of a contract, prior to the execution of a contract for professional services.

Proposal Format

- A.** The proposal shall be simple to follow and understand and in an 8 ½ " by 11" PDF format. The text shall be concise, complete, and clearly written. All responses shall be the property of the City and will not be returned. During the evaluation process, the City reserves the right to request additional information or clarification from the consultant if needed.
- B.** Consultants shall be evaluated based on the following submitted information:

1. Cover Page and Background

Provide a brief and concise history of the consulting firm listing corporate officers, total years in business, general experience and specific capabilities that relate to this project. State the location of the office in which each component of work for this project will be accomplished. This shall include surveying, engineering, consulting, design, specification development, probable cost of construction calculation, project supervision and any other services necessary to complete this project. If different offices will be utilized for different design components, that must be clearly stated within the proposal. Include the name, address, phone numbers and email address of the consultant(s) offices. *(1 page maximum)*

2. Insurance

Provide proof that the Consultant currently has the following insurance: (a) Workmen's Compensation Insurance, (b) Professional Liability Insurance (Errors and Omissions) of not less than \$1,000,000 and (c) Comprehensive Public Liability Insurance of not less than \$2,000,000. The consultant shall maintain during the course of the project, until acceptance by the City, the insurance components noted above. *(1 page maximum)*

3. Related Project Experience

Provide descriptions of at least three (3), but no more than five (5), current or previous sidewalk improvement projects your firm has performed, which are similar to the complexities, length of these project improvements. Projects with experience coordinating on state routes within a municipality and rural roadways with open ditches are preferred examples. It is preferred that the projects listed are within 125 miles of the City of Hudson, Ohio. The Consultant shall provide a contact name of the agency, address, email address and phone number of the person who would have the most knowledge of your firm's performance on that project.

The City may visit one or more of the projects listed as part of the Consultant's experience list prior to the selection of a Consultant. The Consultant may be required to arrange, coordinate, and conduct any visits planned by the City. Any incurred costs for the Consultant shall be borne by the Consultant. *(1 page maximum)*

4. Understanding of the Project

The statement of understanding shall be concise, complete and shall be based upon the requirements of the RFP. The Consultant shall include the nature of services your firm is proposing for the project and any concerns or innovative resources which may be anticipated. Any tasks the Consultant listed in the **Understanding of the Project** that the Consultant feels are missing in this RFP, but required for the completeness of the project, shall be detailed in a separate fee schedule.

List the key staff members: The role of each team member shall be described to provide the City with sufficient detail to understand the work that each member will be performing. Provide the members brief resume, including the staff roadway experience; State, ADA & sidewalk experience; general design experience, education, licenses, and other applicable information related to this type of work.

(3 pages maximum)

5. Schedule

A schedule shall be provided for the project, indicating the time for the completion of the major elements of the **Scope of Services**. The overall completion of this project shall allow for bidding no later than **March 11, 2022**. The project may be bid in 2022 – 2023 depending on available funding. The design standards shall apply to Dec. 2023. *(2 page maximum)*

6. Fee

An estimated Not-to-Exceed fee based on the **Scope of Services** and the overall RFP shall be provided as a part of the Proposal. A fee schedule shall be included with an estimate of man-hours by discipline and task, raw hourly rates (excluding benefits and overhead) by discipline, anticipated direct expenses (such as mileage, meals, postage, copying, etc.), the proposed overhead rate and a fixed fee (profit). * **Note:** The name of each sub-consultant proposed for this project shall be listed separately under the direct expense section along with the proposed Not-to-Exceed fee for that sub-consultant. All project design invoices shall ONLY be submitted from the Lead Consultant that the City enters into an agreement. *(2 pages maximum)*

7. Management Summary

Briefly address the Consultant's project management, innovative methods, and previous experience with similar improvement projects. Demonstrate the Consultant's ability, to minimize property temporary and permanent acquisitions, & provide the most cost-effective solutions during design. The proposal shall include, previous sidewalk experience, technical capabilities, staffing capabilities, staff availability, public relations experience, quality control and assurance, project costs and performance

on previous projects listed change orders, and to meet the attached project schedule. *(1 page maximum)*

8. Additional Information

The submission of additional pertinent information beyond the requirements of this RFP is acceptable but shall be limited to one (1) 8 1/2" by 11" page. This makes the maximum number of pages to be submitted including the cover letter to be no more than ***twelve (12) total pages.***

- C. The Proposal shall designate a prime contact or Project Manager for the Consultant on this RFP and project, who shall have intimate knowledge of the project details, through whom the City of Hudson may communicate through the course of the project. This shall include questions concerning all aspects of the project, including the Consultant’s invoices and the status on all design items in the project.

Example of the valuation and Selection Criteria:

	City Evaluation Criteria of Proposal	Points
1	Roadway & Sidewalk Experience of the Consultant	20
2	Previous Sidewalk Project Public Relations Experience	10
3	Project Understanding / Project Schedule	15
4	Relevant Sidewalk Projects References	5
5	Response to Scope of Services/Innovative Approach	10
6	Cost Proposal Score	20
7	Quality Control and Assurance procedures	10
8	Projects and final change order percentages	10
Total Possible Points		100

The City has the option to revise rating criteria at its discretion.

The City may request an oral interview of any respondents prior to the final scoring and selection. In the event an oral interview is performed, the consultants will be provided advanced notice of three (3) working days. Meeting shall be virtual style meetings.

The City reserves the right to amend the terms of this RFP, to circulate various addenda, or to withdraw the RFP.

Governing Law and Venue

In the event of any litigation, the submittal documents, specifications, agreement, and related matters shall be governed by and construed in accordance with the laws of the State of Ohio. Venue shall be with the appropriate state or federal court located in Summit County, Ohio.

Appendix - A

Project Description

The funding source for this project is 100% City of Hudson funds. The municipal sidewalk project shall be designed to conform to the City of Hudson, Federal, State, & ADA design standards, as determined by the City.

The City of Hudson, Ohio is requesting proposals from certified roadway/sidewalk design & engineering consultants for the analysis & design of sidewalk project. The Project will require a preliminary design approval & final design approval, ADA compliance and coordination with State Transportation design standards and all permits as needed, based on the proposed design.

The limits of the sidewalk project are as follows:

Middleton Road Limits: Valley View Rd to I-480 (Approximately 17,510 ft.)

Stow Road Limits: Middleton Rd. to Pine Trails (Approximately 2,975 ft.)

All R/W's on average are 60' width for both of these roads.

The consultant shall provide separate costs for the following as described in Appendix B:

- Preliminary design,
- Final Design,
- Property acquisition work and legals,
- Bidding services,
- Shop drawing review and approvals.

Appendix- B

Scope of Services

The services to be provided by the Consultant shall include, but are not limited to the following items:

1. Prepare a Project Start-up agenda and meeting with the City of Hudson to discuss all aspects of the project. At this meeting, the Consultant shall be prepared to discuss the schedule for completion of the proposal for bidding. The City will provide public notifications, social media, and website updates of information on this project throughout the length of the project including during construction.
2. Research and obtain all documentation of the existing public rights-of-way within the project limits, including 500 feet beyond the project limits of the end points of each of the roadway segments identified in Appendix A limits. The side streets that are public on both sides of the described roadways shall include a minimum of 350 feet beyond the centerline intersections. This research shall include, but not limited to, property records, tax maps, boundary surveys, boundary plats, subdivision plats, City, County and Ohio Department of Transportation records, and any other applicable files.
3. Field verify the information gathered in Item 2 above. This should include, but not limited to, verification of monument locations, distances and angles recorded for monuments, railroad underpass height, property owners, right-of-way lines, property monumentation, adjacent property lines, and easements.
4. A complete topographic and level survey of the project area described in #2 above, in order to design and construct a cost-effective project within the existing right-of-way with minimal disturbance to existing private properties, utilities, landscaping and existing infrastructure. The survey shall include the location, type and size of all landscape features, driveways including type, culverts, bridges, all existing utility & service locations, edge of pavement, mailboxes, signs, structures & any other existing topographic or structural features. Coordination with the utility providers and other governmental agencies that may have infrastructure along this project including The City of Akron (Water), Summit County Engineer, Summit County Department of Sanitary Sewer Services, schools, and other miscellaneous agencies. The cost of any permit fees for the submittals to the utilities shall be paid separately for by the City of Hudson. The task of completing the permits, applications, mailing costs, and coordination with the utilities and other governmental agencies, as applicable, shall be included within the consultant's proposal. Provide a survey point database to the City.

The design engineer shall obtain the U.S.G.S. datum in the area and the Summit County monument system. The level data shall be in reference to the most current U.S.G.S. datum (NAD & NAVD) and the Summit County monument system. Elevations shall be taken at such intervals as to provide an adequate profile for the installation of the sidewalk including working cross sections at intervals (50' intervals if necessary by the consultant), to provide an adequate set

of bid documents for construction. The survey shall begin at a Summit County placed monument and end at a different Summit County placed monument. The design plan and profile sheets do not need to be drawn utilizing the state plane coordinates; however, the survey information must be in a digital format that will allow the design and record drawing information to be placed on the state plane coordinate base map.

The survey shall also include the location, name and address for each existing house, business establishment or any other type of structure located in the described intersections and project limits.

5. The Consultant shall provide a geotechnical soil investigation report for use in the design of the sidewalk improvement and any proposed retaining walls, bridges, decking, or culvert crossings above 24" diameter, to determine the existing soil conditions warrant additional design and/or construction considerations for any new infrastructure during the design of this project. Copies of the report shall be made available to the City at the end of the design completion. The cost to coordinate and obtain a soils investigation report shall be included within the Consultant's proposal based on this type of project. The Consultant shall determine the location and depth of each soil boring based on this type of improvement project as defined in this proposal. The consultant shall review any drainage culvert or bridge crossings along the alignment for possible decking or structure extensions in order to complete the sidewalk.
6. Notify all existing utility agencies of the proposed project and obtain plans or drawings of their existing facilities within the project limits. Submit a design ticket and Call 8-1-1. The coordination shall be at the onset and within the preliminary design. Submit plans of the proposed improvements to the utility companies for their review. Conduct utility and governmental meetings, emails, and phone calls, if required, to secure the existing utility locations for the final design. If necessary, coordinate the removal or relocation of a utility that is in conflict with the proposed improvements of the project. The consultant shall provide design options for construction of the sidewalk including ditch enclosures, revisions to the existing storm sewer system and culvert crossings. No full closures of the roadways will be considered during the survey work, investigation, geotechnical work, or other services by the consultant. Flaggers and one-lane temporary road design plans shall be submitted to the City prior to any lane closures by the consultant for the design work and include in their proposal, as applicable.
7. Separate costs, if authorized: Coordinate with the City of Hudson all possible temporary and/or permanent easements and/or right-of-way purchases required for the installation of the proposed improvements. The City prefers to minimize any temporary or permanent acquisitions and maintain the sidewalk work within the existing rights-of-way or City property. For any temporary or permanent acquisitions, the consultant shall prepare a legal description, legal drawing and gather current information of the existing property including property county identification number, current owner and current tax mailing address for each easement or right-of-way purchase; regardless of the type of acquisition. The Consultant will incorporate the legal description and drawing into the City's standard easement format. The City will work with a separate Consultant (NOT

PART of This CONTRACT) to negotiate and secure the easement as described by the consultant from the affected property owner(s), if needed.

8. **Separate Fee:** Prepare preliminary design drawings for the profile design and plan view for the length of the project. Include a minimum of three (3) evening public meetings and also include any changes to the plans for final approval of the preliminary plans. Prepare, as needed, the preliminary plan & profile plans, including typical sections, structural decking design plans, storm, and utility relocation plans, and preliminary right-of-way plans, including anticipated takes based on the field survey and designs, as applicable. Include the cost estimate, schedule, utility and government coordination, Maintenance of Traffic, a MATRIX of the options (including various costs, type, acquisitions and preliminary costs, retaining walls, utility relocations and safety) and exhibits (3 plan views and typical section renderings). All existing topography and utility information shall be included with the preliminary design plans. Attend a preliminary design meeting with the City to review all the preliminary information and documentation requested. After the review meeting, the consultant shall provide a copy of all the documents to allow for further review and comment by the City and for any public input meetings. The City changes shall be included in the cost proposal. (Estimated City review duration is 2 weeks).
9. Following the approval of the preliminary plans by the City, public input, and the comments have been given to the Consultant, the Consultant shall prepare and submit detailed final construction analysis and design drawings (final plans). Plan preparation of the construction drawings shall be in accordance with the City of Hudson's standards, American Disability Act, and the Ohio Department of Transportation's design standards, as the City determines based on the preliminary design. Note: Hudson Standards shall govern if in conflict with the State Standards. Engineering size plans for quantity calculations, sub-summaries maybe be required.

The Final construction drawings shall include, as applicable, to bid this project:

- Title Sheet
- Schematic and Survey Control Plan
- Typical Sections
- Cross Sections (50 ft. main roadway intervals; drives, & side street profiles)
- Project General Notes
 - Project & specific project notes.
 - Hudson standard notes
 - Soil geotechnical notes
 - Construction sequence notes
- Maintenance of Traffic Plans
 - MOT and Sequence of Construction Notes
 - Phased Construction Plans & detours
- General Summary
- Roadway, Utility Plans and Profile Sheets (1"=20')
- Traffic control plans
- Design, construction plans, and details include:
 - Roadway, driveway and sidewalk design.

- Intersection plans & details.
- Stormwater pollution prevention plans and notes.
- Utility relocation design.
- Storm sewer and ditch elimination improvement design.
- Signage and proposed crosswalk and general striping plans.
- Pavement, Grading & topography 20 ft. beyond R/W, both sides.
- Geotech report & design.
- Retaining wall design, decking and fill areas, as needed.
- Structural designs. Summit County Building Standards submittal.
- Street lighting design at all intersecting public roads, as needed.
- Electrical & cable design for street lighting & Hudson velocity conduit.
- Crosswalks design at all applicable intersections, & opposite side st.
- ADA ramps and compliance.
- Landscape plans.
- Detour plans, as needed.
- R/W plans with legal descriptions (Centerline plat & acquisition maps)

In addition to the design and construction drawings above, the Consultant shall prepare and provide the Detailed Specifications for this project for the City bid book including the legal advertisement date, estimated quantities, the bid tab, contract documents, bond requirements, technical specifications, and a detailed Engineers Probable Cost of Construction (Engineer's Estimate). The City of will add the consultants document to the Hudson's Standard front end and general conditions sections, which shall be used and modified accordingly.

10. The consultant shall evaluate the traffic volumes, speeds, and topography to determine the best options for the MOT, including off peak-hours by the contract, since most of the construction equipment will need to be parked along the construction roadway project. The City prefers to not have any road closures: If any sidewalk or roadway lane closures shall have detours included in the design and follow State of Ohio Transportation construction traffic design standards and the City of Hudson's standards.
11. After the approval of the final plans, specifications and the probable cost of construction, the project documents shall be finalized and submitted to all agencies (including but not limited to: All existing utility companies in the area of the project, governmental agencies, if applicable; and other agencies having authority over the project for their review and approval to meet the schedule.
12. The Consultant shall have design review meetings with the City at 50% & 100% preliminary design submittals. Following Preliminary Approval, Final plans shall be reviewed at 50%, 80% and final plan completion (100%). The consultant shall provide PDF formats of the design and any other exhibits or reports as noted above. The Consultant shall have its prime contact person at the meeting as well as the individuals of the design team that can answer specific questions regarding the details of the design, including the intent of the designer. Although these submittal milestones are specifically designated, early informal submittals may prove helpful to the project development. The consultant shall include a minimum of one (1) hour progress meeting/conference call/virtual meeting with the City of Hudson a minimum of every month during the length of the project

design. Due to the Covid-19 Pandemic, meetings may need to be virtual.

13. Once the documents have been finalized, including any comments from review agencies, submit one complete set of final construction drawings (AutoCAD & PDF format), one complete set of the specifications (MS WORD and PDF), for bidding which will be performed by the City. Also, provide in digital format the construction drawings and specifications along with plotting configurations files, if needed. All files will be the property of the City of Hudson.
14. For the final plans, the consultant shall provide in their proposal two (2) public evening meeting and three (3) evening City Council or City Board presentations. The City of Hudson will provide the venue and the consultant will provide the necessary exhibits, comment forms, and project descriptions, including the cost of travel, printing, & files. Due to the Covid-19 Pandemic, meetings may be held virtually or in-person depending on the County Health Department requirements.
15. The consultant shall include a fee for bid assistance in the proposal during bidding. Attendance at a pre-bid meeting, answering Contractor's questions during the bidding(s) 3-week period per City of Hudson Charter and preparing and distributing addenda as required. Analyzing and reviewing the bids and the bidders, recommending to the City of Hudson for the awarding of the contract.
16. The consultant shall include a fee for preparation of a shop drawing submittal list and review of shop drawings. Submittals will be sent to the consultant for review and comment and then to the City for final review prior to delivery to the contractor. The City will require the consultant to provide a history of review turn-around times by their staff for projects similar to this project.

Attachments provided to the Consultants for information purposes to use for their proposals:

1. *City of Hudson Standard Contract Agreement for Consultants.*
2. *City of Hudson Site Plan(s) of project limits.*

Thank you.

Respectfully,

Thomas J. Sheridan

Thomas J. Sheridan, P.E., P.S.
Asst. City Manager–Professional Services

January 25, 2021

Date

C: Project File.