



**City of New Albany  
Request for Proposal  
Engineering Plan Review (Site Civil) and Inspections**

**PURPOSE OF REQUEST**

The purpose of this Request for Proposal (RFP) Announcement is to solicit proposals from qualified engineering firms that desire to provide engineering and inspection services to the City of New Albany (City) to supplement City personnel. The City's intent is to minimize response time and provide excellent customer service. This will involve commercial development site civil engineering plan reviews for all developments within the Technology Manufacturing District (TMD) which is currently approximately 1,689 acres in size and all flagship and primary projects as described in section 1154.04(a) of City Code. Additionally, site inspections are to be performed as required to verify compliance with approved designs and applicable requirements.

**COMMERCIAL DEVELOPMENT**

Much of New Albany's economic vitality can be attributed to the 5,000+ acre New Albany International Business Park. Established in 1998, the park is now home to large cluster of corporate headquarter offices, manufacturing, technology research companies like Abercrombie & Fitch, AEP, Aetna, Amazon, American Regent, Amgen, Bath & Body Works, Facebook, Google, Lower.com, Nationwide, TJX and just recently announced Intel.

The New Albany International Business Park is one of the largest master planned business parks in Ohio and the only one with four direct highway interchanges. Private businesses have created more than 19,000 jobs and invested more than \$6.4 billion in our business park since its inception just twenty-four years ago. The park itself is served by dual feed power and one of the most powerful fiber optic networks in the country, offering very competitive rates and access to more than 200 different service providers nationwide. This world class infrastructure, combined with shovel ready sites, a culture of innovation and a desire to cultivate longstanding partnerships, signals an even brighter future on the horizon for our business park.

**SCOPE OF SERVICES**

The City of New Albany is seeking proposals from qualified engineering firms to provide site civil engineering application reviews for code compliance for commercial developments and provide on-site inspection services for the Community Development Department. The reviews and inspections will be for site civil engineering components of the applications and associated construction. The Consultant will provide these plan review services to the City when requested by the City. The review of applications associated with flagship developments may be from a construction site field office that is staffed by City staff and/or independent contractors employed by the City. There may be extended workdays/workhours required for reviews associated with any development project as many of these reviews are expedited. Work will also include attending application/permit status meetings which may be virtual or in person and utilizing Accela and ProjectDox software.

In addition, the City may request the Consultant to review right of way permit applications submitted for work within City right-of-way adjacent to established commercial developments, attend preconstruction meetings, and inspect this work to ensure compliance with requirements.

The initial contract term shall be from the date of award through December 31, 2025. The City shall have the right to renew the contract on an annual basis for three (3) optional one-year terms.

### **TIME SCHEDULE**

The city will use the following timetable, which should result in the selection of a successful firm by April 15, 2022.

Issue RFP/Announcement	March 25, 2022
Deadline for submittal of proposals/applications by 5 p.m.	April 11, 2022
Interview of applicants (if necessary)	April 13 - 14, 2022
Anticipated notification to successful firm	April 15, 2022

### **SUBMITTAL REQUIREMENTS AND FORMAT**

- A. General Conditions: The City reserves the right to waive any irregularity in any proposal or to reject any proposal. Selection of the firms to provide the described services will be made solely by the City based on criteria determined by the City.
- B. Submittal Deadline: Proposals are due no later than 5:00 p.m. on **Monday, April 11, 2022**.
- C. Submittal: The submittal must include all components noted in section D below. Each proposal is limited to 24 pages (including resumes and cover letter) and may include charts, graphics, etc. One electronic copy (pdf under 10MB) of the proposal must be sent via email to:

Ryan Ohly  
New Albany City Engineer  
99 West Main Street  
New Albany, Ohio 43054  
Email: rohly@newalbanyohio.org

D. Content: To be considered for selection, submit the following information in keeping with the following format and identifying each item by number and letter.

1. Letter of Introduction.
  - a. Briefly describe the firm, the name, address, email, and phone number of the contact person as well as a summary of the respondent's understanding of the scope of services and the overall approach to the scope of services. This letter should indicate features, skills and/or services which distinguish the firm, and state why your firm believes it to be the best qualified to perform these services. Describe the firm's management philosophy and style in providing services to public sector clients. Indicate if any conflicts of interest exist or could arise due to working for the City.
2. Summary Sheet. This section of the proposal must include a fully completed copy of the Summary Sheet included as Appendix A of this RFP.
3. Statement of Qualifications (non-promotional).
  - a. Detail the firm's experience with reviewing private site development and improvement plans subject to requirements from multiple jurisdictions. This includes but not limited to: EPA stormwater (MS4) and sanitary requirements, local city codes, and ODOT and City of Columbus Construction and Material Specifications.
  - b. Detail the firm's experience with reviewing and coordinating other requirements such as: wetland impacts, structure flow calcs, HEC-RAS modeling and calculations, and SWPPP and associated manual.
  - c. Identify contracts the firm is currently undertaking of a similar nature (Civil Site plan review and inspection) and has undertaken in the recent past (last 5 years) and describe the type of services provided under each contract.
  - d. Provide a scope of services involved for one previous or existing contract.
4. Personnel and Allocation of Resources.
  - a. Provide the names, title, experience, and qualifications of management personnel who would provide oversight for the contract service. Provide resumes of all such personnel.
  - b. Provide the names, title, experience, and qualifications of personnel who would be assigned to provide direct services to the City. Provide resumes of all such personnel not listed in 5(a) above.
  - c. Provide the office location that would be serving the City and staffing level at that office.
  - d. Describe how the firm will accomplish the objects of the work as well as describe the ability to scale a workforce up or down to meet the City's needs at any time
  - e. Each firm must list any subconsultants who may be utilized to help perform the work
5. References.
  - a. Provide at least three (3) references that may be contacted for verification of the respondent's experience and qualifications. This should consist of a minimum of two cities/counties for which similar services have been performed and provide names and telephone numbers of personnel who can be contacted with regard to the services you have provided.
6. Provide a Schedule of Hourly Rates.

## **INQUIRIES AND INTERVIEWS**

- A. All inquiries regarding this RFP must be submitted by e-mail to [rohly@newalbanyohio.org](mailto:rohly@newalbanyohio.org). Inquires must be made before 5:00 pm on Wednesday, April 6, 2022.
- B. If necessary, applicants will be notified of the intent to hold interviews which will take place on April 13 or 14, 2022.

## **GENERAL STIPULATIONS**

- A. Right to Request Additional Information: During this evaluation process, the City reserves the right, where it may serve the City's best interest, to request additional information or clarifications from proposers, or to allow corrections of errors or omissions. Debriefings will not be provided by the City.
- B. Right to Reject Proposals: The City reserves the right without prejudice to reject any or all proposals.
- C. Public Record: All proposals submitted in response to this RFP will become the property of the City upon submittal and a matter of public record pursuant to applicable law.
- D. Reimbursement: The City does not reimburse respondents for the cost of proposal or proposal preparation or delivery, even in the event of cancellation of an RFP.
- E. Period of Performance: The Professional Services Agreement with the firm selected through this process will be valid for the time frame previously noted.
- F. Standard Agreement: The City holds ultimate discretion to modify the Professional Services Agreement, including modifications requested by proposing firms, or modifications suggested or required by the City's legal or insurance services. The City reserves the right to reject any exceptions or proposed changes to the City's standard Professional Services Agreement.

**APPENDIX A**

**Firm Name:** \_\_\_\_\_

**Firm of Parent or Ownership:** \_\_\_\_\_

**Firm Address:**  
\_\_\_\_\_  
\_\_\_\_\_

**Firm Telephone Number:** \_\_\_\_\_

**Firm Website:** \_\_\_\_\_

**Number of years in existence:** \_\_\_\_\_

**Management Contact (person authorized to sign an agreement for the firm, and ultimately responsible for services required for this RFP):**

**Name:** \_\_\_\_\_ **Title:** \_\_\_\_\_

**Email:** \_\_\_\_\_

**Project Manager (person responsible for day-to-day contact with the City for this RFP):**

**Name:** \_\_\_\_\_ **Title:** \_\_\_\_\_

**Email:** \_\_\_\_\_