



The City of New Albany
Development Department

GANTON PARKWAY EXTENSION
Request for Proposal (RFP)

Issued On:
October 17, 2022

RFPs DUE:
November 4, 2022
Late proposals will not be accepted.

City Engineer
Ryan Ohly

INTRODUCTION

The City of New Albany (the “City”) is requesting a proposal to perform detailed roadway design. The intent of this project is to extend the alignment of Ganton Parkway West to connect to Theisen Road as shown in Exhibit A. This alignment will include multiple intersections with existing roadway conditions where traffic intersection design will be required. The alignment shown in Exhibit A is conceptual only. The alignment will be determined by considering many factors that will have a minimum impact to subjects that The City will determine. This roadway will include water main extension and a utility corridor that continues the characteristics of Ganton Parkway as shown in Exhibit B.

All proposals must contain the requisite information outlined in the RFP and be received no later than **4:00 p.m. on November 4, 2022**.

PROJECT DESCRIPTION

This project involves the detailed design of approximately 2.1 miles of Ganton Parkway as a new connector roadway extending from existing Ganton Parkway West to Thiesen Road and improving a section of Worthington Road. The project will include intersection improvements at Babbit Road and Kitzmiller Road. Traffic studies are to be performed in order to determine if the intersections warrant a roundabout or a signalized intersection. This project will include new roadway design, roadway widening, roadside ditches, storm infrastructure, new waterline design, new roadway intersections, maintenance of traffic, traffic signal design, roadway lighting design, shared-use paths and post-construction Best Management Practices (BMP), as needed. Right-of-way plans and exhibits will also be prepared.

DESCRIPTION OF SERVICES

The Consultant shall provide Professional Services that will include the following:

1. Prior Plans and Studies: The Consultant should refer to Ganton Parkway West 1 plans for details regarding the existing roadway that will be the start of The Project and to see the characteristics of the roadway that will be required for this Project.
2. Coordination: The Consultant will coordinate the improvements of Ganton Parkway with The City of New Albany, The City of Columbus (regarding the proposed waterline) and other stakeholders.
3. Status Updates: The Consultant will provide project updates on a weekly basis via progress meetings, either virtual or in-person.
4. 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.
5. Project Bidding: The Consultant will prepare additional bidding documents and assist The City of New Albany with bidding The Project. The Consultant will assist The City with answering questions during the bidding and construction period. The Consultant also will attend the pre-construction meeting and update the Cost Estimates as needed during bidding.
6. Other Meetings: The Consultant will attend all public meetings held regarding The Project and will provide all exhibits at the public meetings.

7. Multi-Jurisdiction Permitting: The Consultant will coordinate and perform permitting work with other municipalities/ODOT for work within right-of-way that does not lie within The City of New Albany.
8. Project Schedule: A detailed Project Schedule is required with the award of the project. The Project Schedule must include dates for key tasks, milestones and meet the design completion date. The Consultant affirms that time is of the essence regarding the execution of this project and accepts The City's commitment to have a biddable set of final construction drawings completed on or before Quarter 2 of 2024.
9. Environmental Services: The Consultant will provide permitting services for any impacts to waterways and any other protected areas within the project limits.

PROJECT DESIGN CRITERIA

The Consultant will provide professional services related to the design of Ganton Parkway. The services to be outlined in The Proposal should be focused on advancing a portion of existing Ganton Parkway to Thiesen Road through detailed design. The following outline should be the basis of the scope of services The Consultant will provide to The City of New Albany in order to prepare the necessary Construction Documents. The outline below is based on The City's understanding of the work involved to design the roadway at the time this document was prepared. The Consultant is encouraged to suggest deletions or additions within their understanding of The Project and its approach. The final project scope and contract pricing will be determined in meetings between The City of New Albany and the offeror The City selects for potential contract award.

1. Survey and Basemapping: The Consultant will perform topographic survey of the project area.
2. Subsurface Geotechnical Investigations: The Consultant will perform geotechnical investigations and analysis to support the design of the proposed project.
3. Traffic Study of the Project Area: The Consultant will conduct a Traffic Study in order to determine the need of signalization at the intersections in the project area.
4. Right-of-Way Acquisition: The Consultant will assist with acquiring necessary Right-of-Way within the project area.
5. Preliminary and Final Plat: The Consultant will prepare plats and assist The City of New Albany during all public hearings to address engineering-related issues.
6. Roadway Drainage Design
7. Stormwater Management Design: The Consultant will prepare items and provide design regarding BMP's, as needed.
8. Detailed Design and Construction Plans: The Consultant will create detailed construction plans as noted below in the Detailed Design Requirements section of this document.
9. Proposed Water Main Design: The Consultant will provide detailed design of the proposed waterline as per City of Columbus Standards.
10. Private Utility Coordination: The Consultant will co-ordinate with representatives of private utility companies throughout the design-phase of The Project.
11. Construction Cost Estimate: The Consultant will provide to The City of New Albany a construction cost estimate that will include a complete breakdown of quantities. The Consultant will use costs based on estimated quantities and unit prices from historical bid data.
12. Construction Phase Services: The Consultant will provide support during the construction phase of The Project by responding to requests for information, reviewing shop drawings and by attending Construction Progress Meetings when necessary.

13. Traffic Signal/Roundabout Design
14. Roadway Lighting
15. Waterline As-Builts: The Consultant will prepare As-Built Redlines for coordination with the New Albany City Engineer and the City of Columbus Public Utilities representatives for chlorination.

DETAILED DESIGN REQUIREMENTS

The Consultant will be required to provide plan sets at stages in design as required on the agreed upon schedule between The Consultant and The City of New Albany. Below is a detailed description of plan submittal requirements.

1. 10% Submission / Preliminary Engineering:
This will consist of preliminary plan and profile, typical sections and structural components. The Consultant is also to provide any geotechnical information or guidance that can be beneficial as to improve the existing roadway portion of The Project.
2. 30% Submission:
This will be a Line, Grade and Typical submittal. Preliminary layout of the waterline will also be required. The Consultant will provide two half-size sets of 30% plans for review to The City along with an electronic file.
3. 60% Submission:
The Consultant will provide a refined 30% plan set that will include cross sections, a preliminary maintenance of traffic plan, preliminary storm layout with profiles and calculations, signal (if applicable) and lighting plans, grading and landscape plans, right-of-way plans and an updated cost estimate. The Consultant will provide two half-size sets of 60% plans for review to The City along with an electronic file.
4. 90% Submission:
The Consultant will provide a refined 60% plan set that will include a general summary with quantities, including sub-summaries, final drainage calculations, SWPPP Plans and an updated cost estimate. The Consultant will provide two half-size sets of 90% plans for review to The City along with an electronic file.
5. Final Submission:
For the final submittal, The Consultant shall provide the following: One mylar title sheet, all electronic files and all project information on USB drive, three half-size final plan sets for The City of New Albany, full-size and half-size plan sets to meet the contractor's needs and a final construction cost estimate including all quantity calculations.

CITY CONTACT

The principal contact with the City for this RFP is Cara Denny, Engineering Manager, (614) 245-7211, cdenny@newalbanyohio.org.

The Community Development Department address:
99 West Main Street
P.O. Box 188
New Albany, Ohio 43054

The Community Development Department main telephone number: (614) 939-2254

The Community Development Department fax number:
The City of New Albany website address:
Village Hall hours:

(614) 939-2234
www.newalbanyohio.org
8:00 a.m. – 5:00 p.m. (Monday-Friday)

RFP SCHEDULE

The following timeline applies to this RFP, however, the City may change the estimated dates and process as deemed necessary:

Activity	Date
RFP Issued	October 17, 2022
Last Date for Questions	October 31, 2022
Proposal Due Date	November 4, 2022
Interview*	TBD
Contract Awarded	November 18, 2022

*The City may hold interviews with any firm. If interviews are requested, the City will notify the firm by phone or email.

The deadline to submit questions regarding this RFP is October 31, 2022. Questions must be submitted in writing (email is preferred) to the attention of the city contact listed above. Answers to the questions will be posted on the City website on the News & Events page no later than 48-hours after receipt of question. An email will be sent to all proposers indicating the link to the questions and answers.

SUBMITTAL REQUIREMENTS AND FORMAT

- A. **General Conditions:** The City reserves the right to waive any irregularity in any application or proposal or to reject any application. Selection of the firm 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 4:00 p.m. on
- C. **Submittal:** The submittal must be submitted via email or share file to:

cdenny@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. Table of Contents.
 - a. Include a clear identification of the material by section and by page number. Number all proposal pages that follow the Table of Contents.

3. Statement of Qualifications (non-promotional).
 - a. Identify contracts the firm is currently undertaking of a similar nature (i.e. traffic calming, data analysis, and traffic solutions) and has undertaken in the recent past (2-5 years), and describe the type of services provided under each contract.
 - b. 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.
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.

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. 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.