



The City of New Albany
Development Department

RESIDENTIAL TRAFFIC CALMING
Request for Proposal (RFP)

Issued On:
October 24, 2022

RFPs DUE:
November 14, 2022
Late proposals will not be accepted.

City Engineer
Ryan Ohly

INTRODUCTION

This Request for Proposals (RFP) is a solicitation for proposals from qualified consultants and/or firms to provide traffic calming solutions to the city of New Albany (“City”). The intent of this project is to improve the overall safety, livability, and attractiveness of the community streets. A successful project will include:

1. A high level of collaboration and trust between the consultants and City staff, including the Community Development Department, the Police Department, and the Public Service Department.
2. Incorporate a data-driven prioritization process for implementing and managing traffic calming practices.
3. Recommend strategies for integrating these practices into future projects to maintain the high standard of safety, livability, and attractiveness of the community streets.

All proposals must contain the requisite information outlined in the RFP and be received no later than **4:00 p.m.** on **November 14, 2022**.

DESCRIPTION OF SERVICES

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

Initial Community Analysis

The City requests the following of the qualified consultant and/or firm:

- The consultant shall monitor and observe residential traffic in areas throughout the City to establish initial sites of interest.
- The consultant shall use previously gathered transportation data from the Engage New Albany Plan to assist in identifying areas of interest.
- The consultant shall be provided areas of interest from each Department to assist in the prioritization of areas of interest.
- The consultant shall provide detailed data, exhibits, and reports from any studies conducted.
- The consultant shall be responsible to compile data findings from multiple sites.
- The consultant shall store all information gathered during this process.

Traffic Calming Services

- The consultant shall use existing and new data gathered to propose creative solutions that improve traffic safety.
- The consultant shall provide multiple alternatives for traffic calming.
- The consultant shall provide traffic simulation of the circulation paths with past, current, and future traffic volumes (where information is available).

CITY CONTACT

The principal contact with the City for this RFP is Will Walther, Development Engineer, (614) 245-8756, wwalther@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: (614) 939-2234
The City of New Albany website address: www.newalbanyohio.org
Village Hall hours: 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 24, 2022
Last Date for Questions	November 7, 2022
Proposal Due Date	November 14, 2022
Interview*	TBD
Contract Awarded	December 1, 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 November 7, 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 **November 14, 2022**
- C. Submittal: The submittal must be submitted via email or share file to:

wwalther@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.