



City of Powell, Ohio

Request for proposal (RFQ) for

2025 Street and Path Maintenance Program

Issue Date

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Issued By

City of Powell
47 Hall St.
Powell, Ohio 43065

Inquiries

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Proposal Submission Deadline

2 p.m. EST, September 9, 2024

1. General Information

The City of Powell prides itself on being the perfect place to raise a family and grow a business. We have paired a safe, quaint, small-town atmosphere with all of the modern-day conveniences and amenities of a growing city.

Our history, humble roots, and small-town hospitality serve as the foundation of our growth. Accessible to a big city, yet nestled in the rolling highlands of the Scioto and Olentangy River valleys, it's clear why more than 14,000 people and 1,300 businesses choose to call Powell home.

For our families, Powell features beautifully manicured neighborhoods, two highly rated school systems, and a supportive, active community. On a warm day, our residents can walk or bike along our scenic interconnecting bike paths to our vibrant downtown district or to one of our award-winning parks. They can bond with their children while enjoying the music of a Lolli-Pops! Children's Concert, or to watch a firework show that concludes the annual Powell Festival.

For our businesses, Powell offers a community of local merchants and artisans intermingled with upscale restaurants and progressive businesses. Powell is committed to the city's economic development and supports our local businesses with a wide range of resources to help them thrive.

Fast Facts

- 14,000+ Residents
- 1,300+ Businesses
- 'AAA' Bond Rating

2. Executive Summary

The City of Powell requests a statement of qualifications for the City of Powell's Annual Street and Path Maintenance Program to perform the design, bidding, construction administration/observation, and other related services. The City of Powell is hereby requesting statement of qualifications from professional consulting firms in accordance with the project description and scope listed below.

3. Project Description

The Annual Street and Path Maintenance Program will plan and design for the maintenance and repair of public streets, shared-use paths, and sidewalks, along with associated curb ramps, curbs, and other related items. This program will utilize the existing pavement rating information (2024) for both the roadways and shared-use paths. The selected consultant would perform these services on a reoccurring annual basis up to a maximum of five (5) years.

4. General – Street Maintenance and Repair

- 4.1 The Consultant will review the street condition assessment data developed for the City of Powell by the Pavement Management Group (PMG) that details the pavement condition index (PCI) rating for all segments of public streets.
- 4.2 The selected Consultant will prepare a list of streets to be resurfaced or repaired from this data, and from any other priority areas, as detailed by the City.
- 4.3 Each street selected will have pavement cores performed to determine the existing pavement section to help determine the appropriate pavement maintenance treatment.
 - The pavement should be cored near the centerline and again near the wheel path in a travel lane for the streets included in the program.
- 4.4 A preliminary estimate will be prepared from the list of streets with the recommended scope of repair.
- 4.5 Meetings: Kick-off meeting (in-person), progress meeting to review preliminary program recommendations and preliminary estimates, plus three (3) additional progress in-person (or virtual if decided by the City) meetings.
- 4.6 Each street will be evaluated for the following:
 - ADA-compliant curb ramps
 - Adequate public sidewalk, identifying panels that have a vertical offset of more than 1" or that are broken/hazardous.
 - Review the condition of any curb inlets or catch basins with the proposed project area for repairs, adjustment, or reconstruction.
 - Identify any impacts to trees/landscaping, drainage, public utilities, private utilities, etc. shall be assessed, and solutions will be detailed in the design process.
- 4.7 The consultant is required to coordinate the project's detailed design with all public and private utilities within the project area. Consultant shall submit plans to utility providers for their comment and coordinate any relocation of utilities that may be necessary
- 4.8 Prepare any necessary construction specifications, utilizing ODOT and the City of Columbus construction specification
- 4.9 Property impacts: Identify all right-of-way acquisitions and any permanent or temporary construction easements anticipated with this project

- 4.10 The consultant shall create exhibits of the proposed streets that are to be shared with Senior Leadership and the City Council for review and approval. The exhibits should provide a broad overview of the selected streets, which shows, project limits, PCI, maintenance strategies, and any other pertinent information.
- 4.11 Project Schedule: A detailed project schedule shall be submitted. The project schedule must include dates for key tasks, and milestones, and meet the meet their proposed schedule. The consultant may assume an estimated authorization date of October 4, 2024.
- 4.12 Plan Format:
- ODOT format unless directed otherwise by the City
 - Digital format in PDF format and AutoCAD data
 - One (1) full-sized plan sets (bound), Two (2) half-sized plan sets
 - Scales: English units
 - Plan and Profile: 1" =20' horizontal, 1" =5' vertical

5. General – Shared Use Path Maintenance and Repair

- 5.1 The Consultant will review the path condition assessment data developed for the City of Powell by the Pavement Management Group (PMG) that details the pavement condition index (PCI) rating for all segments of shared use paths.
- After review of the PMG data, a list of proposed shared use paths to be included for consideration shall be submitted to the City for review and approval.
- 5.2 Once a final list of shared use paths is determined, the consultant **is required to make a field visit to all locations.**
- Using the information obtained by record plans, site visits, and any other pertinent data, the consultant will make a recommendation as to the best method of repair or maintenance for each shared use path.
- 5.3 The consultant will prepare preliminary cost estimates and quantity summaries.
- 5.4 The consultant shall create exhibits of the proposed paths that are to be shared with Senior Leadership and City Council for review and approval. The exhibits should provide a broad overview of the selected streets, which shows, project limits, PCI, maintenance strategies, and any other pertinent information.

- 5.5 After review by the City of the shared use path design and cost estimate, a final cost estimate, final set of plans, final quantities, and any required necessary specifications will be prepared.

6. Bidding

- 6.1 Project Bidding: The consultant will prepare any required bidding documents and assist in bidding of the project, including attendance at the preconstruction meeting, updating the bid schedule, any necessary exhibits, supplemental specifications, and summary work.

- The consultant will prepare responses to any questions received during bidding and issue any necessary addenda.
- The consultant will advertise the bid for the program once approved.
- Once bids are opened, prepare a bid tabulation review and verify all bids.

- 6.2 The consultant will create and submit to the City a final project bid document for execution and will also create an electronic copy in PDF format of the fully signed bid documents.

7. Program Construction Administration

- 7.1 The consultant will provide a person or team that will serve as the contract administrator for the program. The duties of this roles will include, but not be limited to:

- Holding a preconstruction meeting with the City, the selected contractor, and any other required stakeholder.
- Establish and hold periodic progress meetings with the City and contractor.
- Review any shop drawings and keep a submittal and approval log for the project records.
- Process and respond to any requests for information from the contractor.
- Review, prepare, and submit any change orders to the City for review and approval.
- Maintain and update the project schedule as needed. Ensure that the project is kept on schedule and completed on time. Update the City as needed for any changes to schedules.
- A daily log of the quantity of completed work shall be maintained for verification and payment.
- Review and approve all pay requests for submittal for payment to the City.
- Prepare a punch list for any deficient work or any additional work required due to damage from the contractor.
- Coordinate and conduct both a preliminary and final project walk-through inspection.
 - Prepare a list of items to be completed or corrected.
 - Coordinate the completion of any warranty work with the contractor.
 - Provide a recommendation for project acceptance.

- 7.2 The City will also require all CA services for the construction of a parking lot expansion at Adventure Park.

8. Program Project Inspection and Observation

- 8.1 The selected consultant will provide a Resident Project Representative (RPR) for full and part-time inspection/observation. Full-time observation is defined as approximately 8 hours per day.
- 8.2 The RPR will observe construction activities performed by the Contractor and their Subcontractors and document the activities with respect to the plans, specifications, and contract conformance. The RPR will measure and track project quantities for payment.
- 8.3 The RPR will provide on-site project representation during the contract duration, as required, and as coordinated with the Owner to support the Administration and in providing updates and communication with the residents and businesses in the project areas.
- 8.4 The RPR will perform a pre-construction video documentation site walk of all project areas to document pre-existing conditions. A copy of this video will be provided to the City of Powell.
- 8.5 The RPR will record their observations and provide an ongoing progress log with photographs in a daily observation report. The RPR will record the quantity of items performed in conformance with the contract in a quantity log.
- 8.6 The RPR will monitor all work performed by the contractor and any subcontractors and will identify and document non-conforming work if encountered. The RPR will notify the City of non-conforming work.
- 8.7 The RPR will ensure that all work areas are safe including but not limited to:
- Proper maintenance of traffic components such as traffic barrels, cones, flaggers, signage, and any other necessary traffic control elements.
 - Monitoring that only authorized workers are permitted to be in the work zones.
 - That all work zones are kept free and clear of unnecessary hazards and are properly secured during times that active work is not occurring.

- 8.8 RPR will bring to the attention of the Owner instances:
- Where the Contractor fails to comply with the terms of the Contract documents or acts in a manner which is not in the best interest of the Owner. Including scope of work, project schedule/duration, and phasing of work.
- 8.9 The RPR will keep a running list of items that need to be repaired due to the project contractor, documenting the date, and will observe and accept the corrected work. This list will be shared with the City and Contractor at a minimum frequency of bi-weekly and during the Progress Meetings to ensure deficiencies can be addressed promptly and appropriately and not negatively impact subsequent work.
- 8.10 The RPR will serve as a front-line contact with the residents and businesses in the project area and will ensure that proper notification regarding the project schedule and any notable impacts. The RPR will intake the resident and business concerns and will notify the City of all contacts. They will also ensure that the residents/businesses are notified of the project schedule and are contacted regularly if there are items that are corrective items that may take an extended time to complete. The RPR will provide a weekly report of pertinent communication with the community and any proposed resolutions to concerns.
- 8.11 The RPR will provide a weekly project update to the City, summarizing the work completed in the previous week and the work expected to occur in the following week including noting roadway closures, parking restrictions, and any other impact to the community.
- 8.12 The RPR will perform a final project walkthrough for contract acceptance and a 1-year warranty inspection after completion.
- 8.13 RPR will observe completed work and provide the Owner a recommendation for acceptance. Copies of the daily observation reports are available for the Owner's review upon request, or periodically as required.
- 8.14 The RPR will ensure that all material testing is completed, as needed, either in-house or by a sub-consultant contract with a third-party provider.
- 8.15 The City will also require all RPR services for the construction of a parking lot expansion at Adventure Park.

9. Material Testing

- 9.1 Material testing will be provided or can be provided through a subcontract with a third-party provider to provide material testing for this project. This testing may include the following:
- 9.2 Nuclear density testing of the asphalt pavement sections.

- 9.3 Preparation and testing of concrete compressive strength cylinders for approach drives, sidewalk, and curb and gutter placements.
- 9.4 Copies of material testing reports are available for the City to review in a manner to be determined by the Owner.

10. Statement of Qualifications - 15-page limit

Interested consultants shall submit a statement of qualifications, no more than fifteen (15) pages, with the following information:

- Cover letter
- Firm Qualifications
- Project Team and Relevant Experience
- An outline of the firm's approach to community engagement and project management.
- References
- ODOT Prequalification

11. Evaluation Process

The selection committee will review all submittals and evaluate them based on the requirements given in this Request for Qualifications including, but not limited to, the following criteria:

- Relevance and extent of experience in developing shared use paths or similar infrastructure.
 - Quality and clarity of the submitted materials.
 - Demonstrated ability to engage effectively with community stakeholders.
 - Proven track record of delivering projects on time and within budget.
- A.** The selection committee will first review each submittal for compliance with the minimum qualifications and mandatory requirements for the Request for Qualifications. Failure to comply with any mandatory requirements may result in disqualification.
- B.** The selection committee may require selected firms to be available to engage in a conference telephone call or attend a meeting, or both, to respond to questions from the selection committee.
- C.** The selection committee will shortlist consultant firms to submit proposals for the project.

12. Time of Completion

City of Powell, Ohio | 2025 Street and Path Maintenance Program

- 12.1 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 **January 30, 2025**.

13. Contact Information

During submittal development, the respondent's questions regarding this Request for Qualifications should be directed only to C. Aaron Stanford, P.E., City Engineer, via email at astanford@cityofpowell.us with the Subject heading "RFQ / 2025 Street and Path Maintenance Program."

14. Submission Deadline

The proposal and five (5) complete copies along with one (1) electronic copy in Adobe PDF format via email or flash drive must be received at the City of Powell no later than 2:00 p.m. EDT on September 9, 2024. Proposals will not be accepted after this time. Proposals will be addressed as follows:

C. Aaron Stanford, P.E., CITY ENGINEER
CITY OF POWELL, OHIO
RFQ / 2025 Street and Path Maintenance Program
47 HALL STREET
POWELL, OHIO 43065

Or via email at astanford@cityofpowell.us

Each mailed response will be submitted in a sealed envelope and the envelope will be marked with the title of the submittal. If submitted by mail, this envelope will be enclosed in another envelope addressed to the City Engineer at the address specified above. Proposals submitted by mail or email must be received by the time specified herein.

15. Withdrawal from Consideration

A respondent may withdraw at any time before the submission deadline by submitting a written request for withdrawal to: C. Aaron Stanford, P.E., City Engineer, 47 Hall Street, Powell, Ohio 43065. The request for withdrawal will be signed by the respondent or an authorized agent. Modifications offered in any manner, oral or written, will not be considered after the deadline.

16. Conditions of Responses

A. *Completeness:*

All information required by the Request for Qualifications must be supplied to constitute a legitimate submittal.

B. *Request for Clarification:*

During the period of evaluation, the City will have the right to request clarification from the respondents. If any such respondent fails to respond to such a request within five (5) business days from the date of the request, the City will have the right to reject the submittal.

C. *Oral Presentations:*

After all responses have been evaluated, the selection committee **may** require representatives of one or more of the respondents to appear and present before the selection committee, at the respondents' expense, to make a final evaluation.

D. *Consultant Selection:*

Subject to agreement negotiation, the City of Powell may select one or more of the consultants to submit proposals for the project within fourteen (14) calendar days from the date of September 9, 2024.

17. Experience Requirements

- 17.1 Respondents are encouraged to provide the number of similar projects, especially for the public sector, that the firm has completed. As much as possible, information should focus on similar projects conducted in communities of similar size and character, providing a similar scope of services.

18. Submission of Responses

A. Acceptance/Rejection/Modification to Responses:

The City of Powell reserves the right to negotiate modifications to proposals that it deems acceptable, reject any and all proposals, and waive informalities or irregularities in a proposal or the proposal process.

B. Economy of Preparation:

Proposals should be prepared simply and economically, providing a straightforward, concise description of the respondent's ability to fulfill the requirements of the project.

C. Cost of Preparation:

The City of Powell will not be liable for any costs incurred by a respondent in preparing or submitting a proposal.

D. Ownership:

Submitted materials become the property of the City of Powell and will not be returned.

E. Public Records:

City of Powell, Ohio | 2025 Street and Path Maintenance Program

Submitted responses and any agreement or other documents become public records under the public records law and applicable policy and are subject to review and copying by any person making an appropriate request for public records