



## City of Sandusky, Ohio

### West Side Utility & Connectivity Improvements

#### Request for Qualifications

**Response Due Date: May 19, 2017, 10:00 AM**

The City invites qualified professional planning and design firms to submit qualifications to undertake the West Side Utility & Connectivity Improvements project. Qualification packages are due no later than 10:00 AM on May 19, 2017.

#### **Scope of Services:**

This project consists of three separate initiatives including the water distribution, storm sewers and walkability/connectivity of the west end of town.

#### **WATER:**

There are two water mains on Venice Road between Edgewater Drive and Fremont Avenue. The 8-inch water main used as the supply line, and the 16-inch main used almost exclusively for transmission. The City of Sandusky plans to replace the 8-inch supply line because the frequency of main breaks has increased over the past several years. Only one business is currently tied into to the transmission main, all other properties are connected to the smaller supply line.

The City has also experienced several water main breaks in the Sagamore and Linden areas as well. The 6-inch water mains will most likely need to be completely replaced in this neighborhood. Businesses and residences are periodically on boil alerts in both areas because of the main breaks causing logistical problems for plant operators and water distribution repair crews for the City.

#### **SEWER:**

In addition, there has been extensive surface water flooding in the area south of Venice Road containing Sagamore Street, Linden, Elwood and Wurtz. The desire at this time is to move the water from the neighborhood to the east-west railroad ditch that runs north of Venice Road. However, the selected consultant shall recommend possible alternatives after analyzing existing conditions and discussing with local businesses.

There is also extensive flooding on Venice Road between Huron Road and Edgewater Drive. Again, the existing utilities flow to the railroad ditch requiring the City to rely on the railroad for maintenance improvements or capacity increases. A plan and design must be developed to minimize reliance on outside entities that will allow for storm water improvements in these areas.

#### **WALKABILITY:**

The 2018 Bicentennial Vision, which adopted in 2016, was an 18-month process incorporating extensive public involvement throughout neighborhoods in the City. Subsequently, the City's planning department conducted a Neighborhood Initiative in 2017 which included the west end of the city. Through both of the processes, residents revealed that they felt disconnected from the rest of the City. Many renderings have been developed from their requests for pedestrian-friendly walkability and bikeability between

Fremont and Tiffin (possibly entirely on Venice or on diverging on Monroe) with a connection to Lion's Park on Monroe Street, which would allow the residential neighborhoods access to a waterfront park. Therefore, this project will also include a review of potential multi-use infrastructure to accomplish these goals, and design of that infrastructure. It is possible, however, that that design could be broken out independently from the design and construction of the underground infrastructure projects.

**OTHER:**

Any other storm, sanitary or water utility issues between Edgewater Dr. and Fremont Ave. shall be reviewed and incorporated during this project because ODOT plans to resurface the roadway in 2020 or 2021 as part of their urban paving program under PID 103704. The selected consultant shall coordinate with ODOT to ensure completion of the City's project does not interfere or contradict ODOT's plans.

**SCOPE OF SERVICES:**

The scope of services will include the following components:

- Review and analyze record information, existing conditions and historical drawings
- Incorporate historical studies and planning documents
- Conduct stakeholder or public meetings, if necessary
- Discuss project with ODOT and railroad, as required
- Recommend options for the multi-use path
- Present drawings to the city for review and comment regularly
- Survey the project and provide existing GIS information
- Develop drawings and specifications for permitting and construction
- Complete and submit any necessary permits, such as EPA
- Recommend cost saving techniques when combining multi-discipline projects
- Review and recommend property acquisition, if necessary
- Recommend funding sources for the project
- Develop sign board and possibly attend an annual public open house to discuss the City's upcoming projects
- Provide construction schedule and cost estimates
- Provide some construction oversight (possibly under separate contract)

Final deliverables will be discussed during the Scope of Services negotiations with the selected firm. Existing studies will be provided once a consultant has been selected. The selected firm must develop and adhere to a design schedule with the construction drawings, specifications permits and Engineer's Estimate being complete in October or November 2017 to allow the contractor time to work on underground improvements this upcoming winter.

Please include with the qualification packet:

- Experience of firm and personnel assigned to this project that will uniquely qualify your firm to complete this work, including résumés and locations of key project team members (max. 8 pages)
- Description of the firm's overall understanding of the project and recommended scope of services to accomplish the stated goals. (max. 2 pages)
- A project management schedule showing all milestones and completion dates based on "Schedule of Activities" (max. 2 pages)
- Project staffing plan (max. 1 page)
- References (max. 1 page)

The City of Sandusky will form a Selection Committee comprised of city staff to review Qualifications. The Selection Committee will evaluate and select the most qualified consultant. **Competitive price selection will not be utilized under the selection process.** The City reserves the right to hire one consultant for a combined project for both lift stations, to hire one consultant for two separate projects or to hire two separate consultants for separate projects.

The following criteria will be used in the consultant selection process:

- Strength of project manager and strength/experience of key team members and proposed subcontracted firms' key personnel
- Past performance and experience with projects of similar scope and size, including experience with facilitating dynamic community engagement and outreach process and traffic calming techniques
- Innovative project approach, which includes all listed items in the Scope of Work
- Project schedule
- Location of key staff

Based on the qualifications submitted, the City of Sandusky may conduct interviews of firms that best demonstrate an understanding of the City's objectives and that adequately addressed all elements of the RFQ. Whether interviews are performed or not, the City shall enter into contract negotiations with the preferred firm to determine the final scope of services and project budget. If negotiations fail, the City shall enter into negotiations with the second highest ranked firm. This process shall continue until a contract is successfully negotiated or the City determines to issue a second RFQ. The contract must be approved by Sandusky City Commission.

All qualifications shall be considered without regard to race, color, religion, sex, national origin, citizenship, age, mental or physical disabilities, veteran/reserve/national guard or any other similarly protected status.

One original qualification packet and one electronic copy on CD or via email in PDF or MS-Word format shall be submitted by May 19, 2017, at 10:00 AM to:

**Aaron M. Klein, P.E.**  
**Director of Public Works**  
**222 Meigs Street**  
**Sandusky, Ohio 44870**

If under 10MB, the requested electronic copy can be emailed to Elisabeth Sowecke ([esowecke@ci.sandusky.oh.us](mailto:esowecke@ci.sandusky.oh.us)). Call (419) 627-5829 with questions.

Sandusky Register: May 3, 2017 & May 10, 2017



**Evaluation Form**

**City of Sandusky**

**West Side Utility and Connectivity Improvements**

Name of Firm:

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Name of Evaluator:

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	<b>Criteria</b>	<b>Points</b>	<b>Score</b>
1	Strength of project manager and strength/experience of key team members and proposed subcontracted firms key personnel	25	
2	Past performance and experience with projects of similar scope and size	30	
3	Innovative project approach, which includes all listed items in the Scope of Work	25	
4	Project Schedule	10	
5	Location of key staff	10	