



City of Sandusky, Ohio

Columbus Avenue Streetscape Design & Reconstruction Plan

Request for Qualifications

Issue Date 9/30/21; Amended: 10/1/2021

Advertisement Dates, Sandusky Register: 9/30/21 & 10/07/21

Response Due Date: 10/27/21

Communications Restrictions

Please note the following policy concerning communication between Consultants and the City of Sandusky during the announcement and selection process:

During the time period between advertisement and the announcement of final consultant selection, communication with consultants (or their agents) shall be limited as follows:

Communications which are strictly prohibited:

Any discussions or marketing activities related to this specific project.

Allowable communications include:

Technical or scope of services questions specific to the project or RFP requirements.

Invitation

The City invites qualified professional planning and design firms to submit qualifications to undertake the Columbus Avenue Streetscape project. Qualification packages are due no later than 3:00 PM on October 27, 2021.

Project Description

This project will plan and design the rehabilitation of approximately 1400 feet on Columbus Avenue extending from Adams Street to Water Street. The plans will build on the vision established in the Downtown Sandusky Master Plan, developing a comprehensive and detailed plan for Columbus Avenue to become downtown's most vibrant street. The Columbus Avenue Streetscape Design and Reconstruction Plan will create a streetscape design that will address public realm, street, and sidewalk improvements—including multi-modal transportation enhancements, supporting technology, vibrant landscape, parking strategies, support of existing retail and ground-floor businesses, and the safety and experience of all users.

Estimated Project Cost

The Downtown Sandusky Master Plan estimates the complete project cost through construction to range between \$2.9M - \$4.9M. A detailed construction cost estimate is expected as part of the scope of the design process.

Estimated Date of Authorization

City staff expects to award the project in December 2021 after reviewing the qualifications packages submitted and receiving approval from City Commission to award the project.

Project Schedule

| | |
|-----------------------------------|------------------|
| Qualifications Due to City: | October 27, 2021 |
| Selection of Design Consultant: | December 2021 |
| Target Design Completion: | Q1 2023 |
| Bidding and Contractor Selection: | Q2 2023 |
| Target Construction Start: | Q3 2023 |
| Target Construction Completion: | Q2 2024 |

Suspended or Debarred Firms

Firms included on the current federal or state list of firms suspended or debarred are not eligible for selection.

Compliance with Title VI of the Civil Rights Act of 1964

The City of Sandusky, in accordance with Title VI of the Civil Rights Act of 1964 (78 Stat. 252, 42 U.S.C. §§ 2000d to 2000d-4) and the Regulations, hereby notifies all bidders that it will affirmatively ensure that any contract entered into pursuant to this advertisement, all bidders including disadvantaged business enterprises will be afforded full and fair opportunity to submit bids in response to this invitation and will not be discriminated against on the grounds of race, color, national origin, sex, age, disability, low-income status, or limited English proficiency in consideration for an award.

Draft Scope of Services

The anticipated Scope of Services is included below.

1. Review available background information including the Downtown Master Plan and existing geographical and topographical information.
2. Conduct a site visit and kick off meeting to finalize project work plan and gather field data.
3. Conduct survey and basemapping to understand existing conditions including infrastructure, topography, site boundaries, and ownership.
4. Create and implement public engagement plan for concept review and finalization before the design process. This is expected to include stakeholder engagement to communicate with business and property owners on the corridor, materials for up to two (2) city-led public engagement events, and collaboration with the Public Arts and Culture Commission to ensure public art is considered during the design process. Update design alternatives based on direction from stakeholders and public engagement findings.
5. Meet with the City to review alternatives and select the best alternative to proceed with a more detailed engineering evaluation. Coordinate with the City to select the best alternative to advance to detailed design.
6. Prepare phased and final design contract documents for Owner review for the selected alternatives. This may include pavement elevation and details, underground public and/or private utilities, green infrastructure, lighting plan, traffic and parking plan, schematic design, plan narrative, visualizations and exhibits, construction phasing plan, site materials, signage, planting plan, cost estimation, and all other items required for a complete detailed design for a design-bid-build format. Meet with the City to review submittal comments as needed.
7. Public presentations to Planning Commission and other subcommittees of City Commission at each phase of the design process, as needed.

8. Provide any needed permit documentation, environmental approvals, Stormwater Pollution Prevention Plans, and agency coordination to accomplish the project.
9. Provide limited professional services for bidding and construction phases to assist in contractor selection, answer questions and review drawings and submittals.
10. If authorized – provide construction engineering and inspection services, possibly under subsequent contract.
11. If authorized – subsurface utility location if determined needed after initial utility data gathering.
12. If authorized – services during construction such as attendance at construction progress meetings, review of installations on-site, and review of any substitutions during construction phase.

Requirements for Selection Process

A. Instructions for Preparing and Submitting Qualifications

1. Provide the information requested in the Letter of Interest Content (Item B below), in the same order listed, in a letter signed by an officer of the firm. Do not send additional forms, resumes, brochures, or other material.
2. Submittals shall be limited to twenty-five (25) 8½" x 11" single-sided pages. Page count does not include (optional) cover or divider pages.
3. Please adhere to the following requirements in preparing and binding submittals:
 - a. Use legible font sizes (11- to 12-point for body copy) and maintain margins of 1" on all sides for text content.
 - b. Include page numbers at the bottom of each page.
 - c. Use 8½" x 11" paper only.
 - d. Do not provide tabbed inserts or other features that may interfere with printing or machine copying.

B. Submittal Content

1. Cover letter
2. Qualifications of your firm to complete the requested services.
3. List significant sub-consultants, their current prequalification categories and the percentage of work to be performed by each sub-consultant.
4. List the Project Manager and other key staff members, including key sub-consultant staff. Include project engineers for important disciplines and staff members that will be responsible for the work, and the project responsibility of each. Address the experience of the key staff members on similar projects, staff qualifications, and related projects your proposed team has been involved in, and to what extent their involvement was.
5. Provide a description of your Project Approach, including expected schedule.
6. Provide examples and imagery of comparable completed projects.

Items 1 through 6 must be included within the 25-page body of the submittal. Any remaining space within the twenty-five (25) pages may be utilized to provide pertinent personnel resumes or additional information concerning general qualifications.

Submittal

Submissions are to be delivered electronically in a single PDF document.

To:

Arin Blair, AICP, Chief Planner ablair@ci.sandusky.oh.us

Cc:

Jonathan Holody, Director, Community Development jholody@ci.sandusky.oh.us;

Megan Stookey, mstookey@ci.sandusky.oh.us

Reference Documents and Attachments

- Consultant Selection Rating Form
- [Downtown Master Plan](#)
- [Bicentennial Plan](#)
- [Comprehensive Plan](#)



Evaluation Form

City of Sandusky

Columbus Avenue Streetscape Design & Reconstruction Plan

Name of Firm:

Name of Evaluator:

| | Criteria | Max Points | Score |
|--------------------|--|-------------------|--------------|
| 1 | Strength of project manager and strength/experience of key team members and proposed subcontracted firms key personnel | 20 | |
| 2 | Past performance and experience with projects of similar scope and size | 30 | |
| 3 | Project approach, which includes all listed items in the Scope of Work | 30 | |
| 4 | Project Schedule | 20 | |
| Total Score | | | |