



REQUEST FOR PROPOSALS: RIDGEWOOD ROAD TRAIL PROJECT DESIGN SERVICES

The purpose of this Request for Proposals is for design of the Ridgewood Road Trail Phase I - Copley High School Segment Project

Submit Proposals to:

Loudan Klein, Director of Community and Economic Development, Copley Township

Proposal Submission Deadline Friday, September 23, 2022 4:00PM EST

Questions with regard to submissions, process or proposals can be directed to: Loudan Klein, Director of Community and Economic Development, Copley Township.

Phone – 330.666.0108

Email – lklein@copley.oh.us

INTRODUCTION

Copley Township is accepting a proposal for design services in preparation of construction of a 1.2-mile long Ridgewood Road Trail Phase I - Copley High School Segment inclusive of an 8-foot wide, concrete multi-modal trail and sidewalk, connecting residential neighborhoods from Hametown Road to Copley High School along Ridgewood Road, then south along Cleveland Massillon Road to the existing Glacier's Edge Trail (City of Fairlawn).

BACKGROUND (RFP)

Throughout 2020 and 2021 Copley Township completed a 10-year capital improvement plan which included a multi-modal sub-section. Identified in that document were priority off-road trail projects and one being the 1.2-mile section along Ridgewood Road. Upon completion of the plan, the Township applied for State Capital dollars and were awarded \$750,000 towards design and construction. We are requesting proposals specifically for design of this project. Our goal is to obtain additional grant funds to help support the project at such time we would request services for construction document preparation and administration.

SCOPE OF SERVICES (RIDGEWOOD ROAD TRAIL – PHASE 1) (RFP)

The proposed scope of services would include, but would not be limited to the following:

1. Customary engineering services including but not limited to structural, environmental, geotechnical, site, and related engineering. Customary landscape architecture and design.
2. A preliminary design layout as well as final design drawings and specifications for the project for review and approval by the Township.
3. Topographic and boundary surveys as necessary to finalize the design for the trail, including, but not limited to topography. The trail alignment shall be based on field verification, geotechnical services and staking.
4. Additional geotechnical engineering services for the trail as needed for the final design.
5. Services to identify permits and/or easements that will be needed to complete the project based on the final design. Complete permit applications as needed for the Township to submit to appropriate agencies.
6. Attendance at no more than four separate public meetings regarding the trail design for this project. The firm will prepare exhibits and presentation materials as needed for the public meetings. The firm will be present to answer any questions that may arise and gather input shared by stakeholders attending the meetings. The Township will be responsible for coordinating all public meetings.
7. Ensure that final design includes the following program elements:
 - a. The trail design shall be in general accordance with the Multi-Modal Plan, which is included as Attachment A.
 - b. The design includes an 8-foot-wide (minimum) improved trail/pathway. Upon investigation it may be determined that the pathway may need to be below 8' in width as necessary.
 - c. The trail alignment shall be based on topographic survey and field survey, with final location based on field verification and staking.

- d. The trail design shall ensure that inclusion, diversity, accessibility, and universal design are promoted so that all of our community can enjoy and partake. Design shall achieve and showcase the principles of universal design. All drawings shall comply with all applicable requirements of the Americans with Disabilities Act (ADA) and all current applicable State and local codes at a minimum.
- e. The trail design shall include identification of opportunities to incorporate signage elements including opportunities for interpretive signage and directional signage.

8. Develop an annual maintenance budget and capital replacement schedule and cost.
9. Identify additional funding sources for the trail such as ODNR, ODOT, AMATS, additional Federal programs.
10. Identify, define and provide any necessary coordination with utilities.
11. Identify, define and provide any necessary work associated with environmental conditions such as contaminated soils, groundwater or related environmental conditions that is necessary for the protection of the health safety and welfare of construction workers and trail users.
12. Identify and define the necessary easements to construct the trail to meet the community goals and values, including providing surveys and legal descriptions necessary to move forward with easement negotiations. Easements will be drafted by the Township attorney in conjunction with final construction documents and legal descriptions prepared by the firm.
13. Other services that may be required or recommended by the interested firm.

PROPOSAL SUBMISSION (RFP)

1. Project Approach
 - a. Please provide a project approach limited to two pages devoted to project understanding, schedule, scope, and presentation of key issues.
2. Prequalification's Necessary
 - a. Ohio Department of Transportation (List services qualified under)
3. Personnel
 - a. List the professional and support positions and number of personnel in each position
 - b. Provide an organizational chart, including resumes of all personnel who will be committed to this project.
 - c. Provide specific information as to their experience on projects similar to this one.
 - d. For the project manager and project engineer identified as part of the project team, provide the name and phone number of two (three, four, your call) clients with whom the engineer has worked on a similar project.
 - e. List professional consultants outside your firm you propose to provide services not available in your firm. Provide specific information documenting their work on similar projects.
4. Engineering Services
 - a. Provide a current workload list of clients.
 - b. Provide information on how you would accommodate this project with your current workload.
 - c. Describe in detail the process you will follow from schematic approval through approval of the final design.
 - d. Outline the design schedule you will implement to meet the expected construction and occupancy dates. Describe the methods you will use to maintain this schedule.

- e. Describe the types of problems you have encountered on similar projects and explain what you did to resolve the problems and what you would do differently to avoid such problems on future projects.
- 5. Construction Costs
 - a. Describe cost control methods you use and how you establish cost estimates. Include information on determining costs associated with construction in existing facilities.
 - b. List the steps in your standard change order procedure.
- 6. Special Design Concerns
 - a. Explain how your firm ensures compliance with the Americans with Disabilities Act (ADA). Provide examples.
- 7. Legal Concerns
 - a. Explain the circumstances and outcome of any litigation, arbitration, or claims filed against your company.
 - b. Explain your General Liability Insurance coverage.
 - c. Explain your Professional Liability Insurance coverage.
- 8. Fees
 - a. Provide information on your billing practices (i.e., lump sum, hourly rate, other), including reimbursable cost categories.
- 9. Format
 - a. Submittal shall be no greater than 12 pages in length with project approach devoted to a maximum of two pages.
 - b. The consultant shall provide three (3) printed, bound copies of their proposal OR one electronic copy (in PDF format) of their proposal via email or USB flash drive to be considered responsive. All materials submitted will become property of the Township and returned only at the Township's option.

PROPOSAL SELECTION (RFP)

Proposals will be reviewed by Township staff and evaluated to determine which proposal(s) best meet the criteria of the RFP. The final selection will be based on completeness, experience with similar projects, technical merit, cost competitiveness and project approach.

The Township reserves the right, without qualification, to:

- 1. Reject all proposals.
- 2. Exercise discretion and apply its judgment with respect to any proposals submitted
- 3. Select proposals which qualify based on the following factors (50 points max):
 - a. Understanding of the work to be done (12 pts),
 - b. Experience with similar kinds of work (12 pts),
 - c. Quality of staff for work to be done (7 pts),
 - d. Project approach completeness (5 pts),
 - e. Familiarity with state, local and federal requirements (5 pts),
 - f. Demonstrated technical ability (5 pts),
 - g. Financial responsibility (4 pts),
- 2. Township staff will review and rank all proposals received from consultants and recommend the consultant(s) to for selection to the Board of Trustees.

SELECTION INTERVIEWS (RFP)

The Township reserves the right to hold selection interviews with any consultant submitting a proposal under this solicitation. These interviews will be held solely at the discretion of the Township and after the proposal scoring process. The intent of the Township is to hold interviews only with top-scoring consultants based on the proposal selection process. The interviews would be attended by representatives of the Township as well as the consultant's designated contact person(s) in charge of the project. The selection interview will be used to gain further insight into the consultant's capabilities for the purpose of making a selection recommendation.

ANTICIPATED SCHEDULE OF AWARD (RFP)

Staff anticipates scoring written proposals and conducting interviews (if needed) in October, and providing recommendations to the Board of Trustees for consideration of award at the regularly scheduled Township trustee meetings in November.

ATTACHMENT A

PRIORITY MULTI-MODAL ROUTES

