

VILLAGE OF WILLIAMSBURG REQUEST FOR QUALIFICATIONS

Williamsburg East Main St./Old SR 32 Bicycle Pedestrian Shared-Use Path

General: The Village of Williamsburg desires to obtain professional design services to prepare construction plans, and cost estimates for the East Main St./Old SR 32 Bicycle and Pedestrian Shared-Use Path. The project in general will create a side path that terminates at the intersection of East Main St. and SR 133. This project is partially funded with Transportation Alternative Funds and will be administered as a traditional ODOT project. The Construction documents must be developed per ODOT standards. The total cost estimate for this project is \$389,283.

Project Description: East Main St./Old SR 32 Bicycle and Pedestrian Shared-Use Path will have limits from 150 East Main Street east to the intersection of East Main St. and SR 133. The project length is approximately 0.39 miles 2,059 LF.

Construct 10' wide shared-use path on East Main Street for bicycle and pedestrian access.

Professional design services shall include but are not limited to the following items of work:

- The selected consultant shall provide all field surveys and design needed to prepare the construction drawings for the project in accordance with all current federal, state, and local standards. This shall include collecting and coordinating all information necessary to complete the plans, including existing roadway and utility company information (i.e., gas, electric, telephone, cable, water, sanitary, etc.) as well as all other pertinent current site conditions. The proposal should include all work, submissions, and review meetings required to prepare final construction plans. Construction documents must be developed per ODOT standards. Notifications to property owners will be sent by the consultant prior to survey work.
- The consultant shall provide full right of way plan preparation services, including, but not limited to; establishing existing right of way limits, determining additional required right of way, preparation of additional right of way plans, preparation of additional right of way legal descriptions, preparation of additional right of way exhibits, etc. The consultant shall provide full right of way plan acquisition services, including, but not limited to: R/W project management, appraisal, appraisal review, closing, title research, negotiations, etc.
- The consultant shall provide environmental services as established by ODOT.
- The consultant and all subcontracted consultants shall be pre-qualified by ODOT for all of the work proposed including initiating any permits.
- Plans shall be prepared at a scale appropriate to show adequate detail. The consultant shall prepare the construction plans following the ODOT Staged review process as outlined in the ODOT Volume III Location and Design Manual (Section 1400).
- Selected consultant will schedule meetings with Village staff to communicate job progress and issues to be addressed. The consultant will also initiate meetings with ODOT personnel as necessary.

PROPOSAL REQUIREMENTS: Two copies of the proposal shall be submitted and include the following information:

- Experience and qualifications of the firm with respect to similar projects including bike paths etc. as demonstrated by specific project history including a list of references who can attest to the consultant's performance on similar projects.
- Demonstrate experience and knowledge with ODOT requirements and verify prequalification status with ODOT.
- Narrative to demonstrate understanding of project scope, special considerations, problem areas, etc.
- Schedule of tasks to be completed as outlined in the minor project PDP task list including hours for each task and team member.
- Project team experience and qualifications, present workload and availability.
- List of sub-contractors if required, with appropriate ODOT qualifications for work to be performed.

SELECTION PROCESS: A qualifications base selection process will be administered by the Village of Williamsburg. Consultants will be evaluated based on our discussion with references and the following:

1. Firm-background and experience on similar projects especially with ODOT District 8 (30%)
2. Experience of project team (25%)
3. Availability to meet schedule (10%)
4. Understanding of project (20%)
5. Other factors identified by the consultant in the proposal (15%)

It is our intention to select a consultant based on written proposals and an interview process of selected firms. Cost for services will be negotiated upon notification to the selected consultant and, if the negotiation is unsuccessful, the Village will attempt to negotiate a Contract with the respondent deemed next best qualified, and so on, until either a Contract is successfully negotiated, or in the opinion of the Village it is not in the best interests of the Village to negotiate with any other respondents. The Village reserves the right to consider any proposal and to reject any and all proposals if doing so best serves the public interest. Village reserves the right to terminate the project prior to award of a contract. Respondent represents and warrants to the Village that all information provided in the response shall be true, correct, and complete.

Respondents who provide false, misleading, or incomplete information, whether intentional or not, in any of the documents presented to the Village, maybe removed from consideration.

This RFQ is not to be construed as a contract or as a commitment of any kind. The Village shall have no liability for the costs and expenses incurred by the Respondents in responding to this RFQ, responses to clarification requests and resubmittals, potential interviews, and subsequent negotiations.

Each respondent that responds shall prepare the required materials and submittals and attend meetings and interviews at its own expense and with the express understanding that such participants cannot make any claim whatsoever for reimbursement from the Village for the costs and expenses associated with the process.

PROJECT SCHEDULE: The proposals shall be returned no later than May 7, 2021 at 3:00pm to: Village Administrator, Village of Williamsburg, 107 W Main Street, Williamsburg, Ohio 45176.

PRELIMINARY SCHEDULE:

Mail out RFQ's and advertise project – April 19, 2021

Proposals Due – May 7, 2021

Award Date – May 13, 2021

Stage 2 Plans Submitted – 7/15/2021

State 2 Plans Complete – 8/16/2021

Preliminary R/W Plans Submitted – 01/15/22

Preliminary R/W Plans Approved – 02/04/2022

Final R/W Plans Submitted – 4/1/2022

Environmental Document Approved – 05/16/2022

Final R/W Plans Approved – 05/2/2022

Stage 3 Plans Submitted – 11/15/2022

Stage 3 Plans Complete – 12/15/2022

Plan Package to Central office – 7/3/2023