



# City of Delaware, Ohio & Preservation Parks of Delaware County

*Request for Qualifications (RFQ)*

*for*

## Olentangy River Multi-Use Trail Feasibility Study

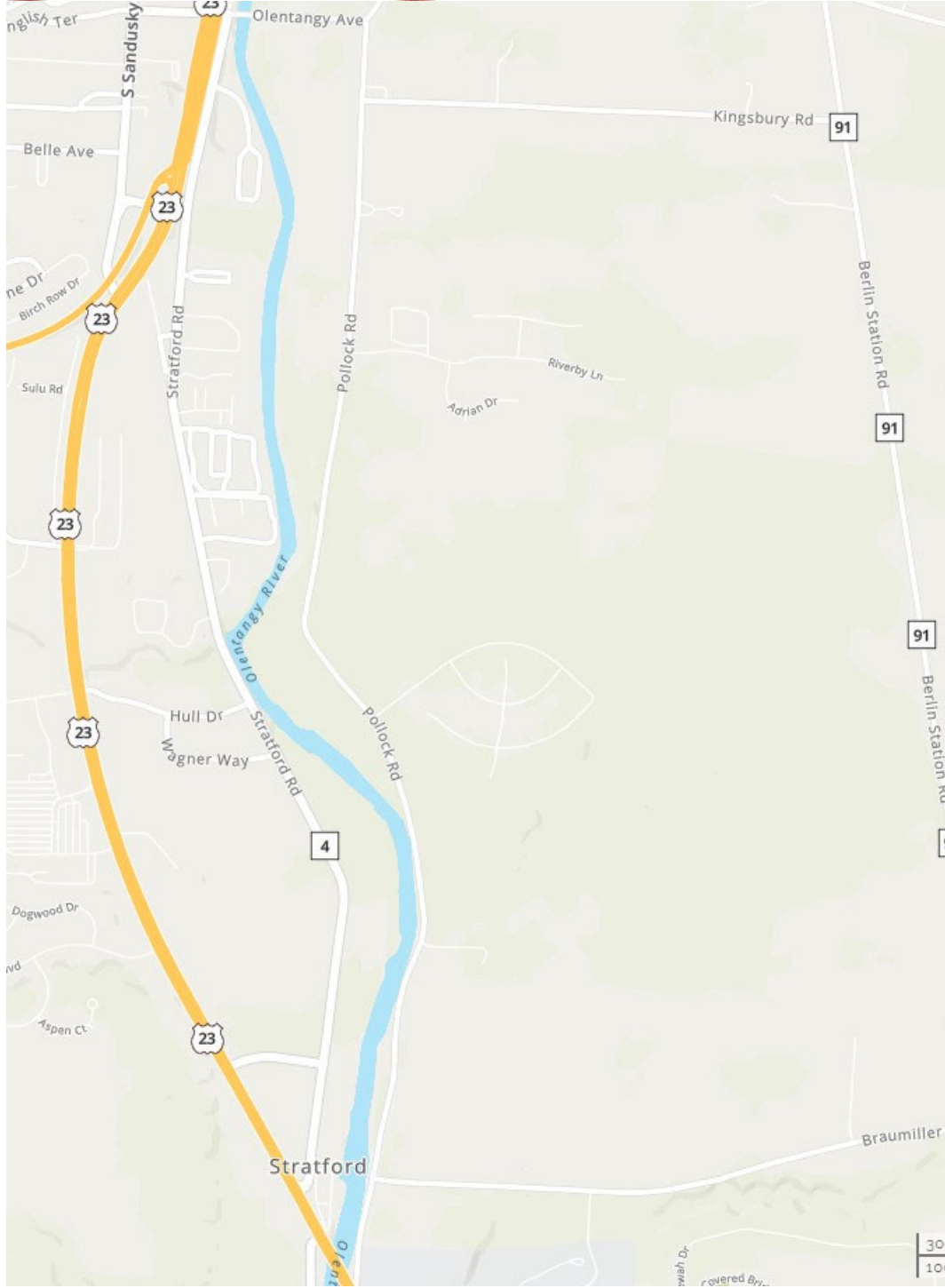
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Issue Date: October 22, 2021

Issued By: City of Delaware  
1 S. Sandusky Street  
Delaware, OH 43015

Inquiries: POC – Ted Miller  
City of Delaware  
Parks and Natural Resource Director  
[tmiller@delawareohio.net](mailto:tmiller@delawareohio.net)

Information Due: 4:00 PM, November 15, 2021



*The City of Delaware and Preservation Parks of Delaware County is seeking Qualifications for the design of a Multi-Use Trail primarily along the Olentangy River Greenway from the Pollock Road & U.S. 23 intersection at the south end and Olentangy Avenue at the north end. The western limits would be Stratford Road and the eastern limits being Berlin Station Road.*

### **Description**

The City of Delaware (City), in collaboration with Preservation Parks of Delaware County (PPDC), is seeking-qualifications from qualified consulting firms to provide professional services by means of creating a Olentangy River Multi-Use Trail Feasibility Study. The purpose of this study is to examine the feasibility of constructing a Multi-Use Trail/Riverwalk along the Olentangy River greenway corridor from U.S 23, north to Olentangy Ave. This multi-use trail/riverwalk will provide safe pedestrian and bicycle amenities connecting the neighborhoods. The study should examine existing conditions, potential opportunities and barriers, trail alignment, cost estimates for construction with a proposed plan for implementation, and research of funding options and available grants. The project should include communication with property owners and stakeholders along the preferred alignments to understand their expectations regarding the proposed multi-use trail.

### **Background**

The City and PPDC is committed to providing high quality parks and recreation facilities, trails and programs for residents and visitors. The study will provide a framework for a well-balanced and connected system of parks, open space and greenway trails to support a variety of recreation opportunities and programs for our residents to enjoy now and into the future.

Delaware County remains the fastest growing county in Ohio and development pressures have impacted many of the natural resources. The Olentangy River is one of the prized natural resources of the county and the state. Twenty-two miles of the Olentangy have been designated a State Scenic River by the Ohio Department of Natural Resources. The Olentangy River is the primary source of drinking water for much of Delaware County.

### **Study Area**

Parallel with the Olentangy River in the Pollock Road area, with northern limits being Olentangy Avenue and southern limits being U.S. 23. The project would be approximately 2 miles in length along the river corridor and primarily on the east side.

### **Scope of Project Should include the Following**

1. **Existing Conditions:** Site analysis needed to accurately study the project area.
2. **Opportunities and Barriers:** Identify opportunities for greenway community connections and potential barriers to overcome.
3. **Public Participation:** Engaging the community and stakeholders will be critical for the success of the feasibility study and to reflect the community's needs and desires. Public

meetings, property owner meetings, virtual public meetings and surveys should be utilized to engage the public.

4. **Trail Recommendations:** Site analysis to guide three conceptual trail alignments. Each should identify but not limited to opportunities and constraints, preliminary cost estimates, renderings, etc.
5. **Action Plan:** Recommendations for a preferred trail alignment and a schedule for completion, including a phasing plan.
6. **Maintenance:** Recommendations on trail maintenance solutions, including cost, resources, and the equipment and materials needed to maintain the trail.

## QUALIFICATIONS CONTENT

**Professional Format :** Each Qualification shall be limited to twenty (20) pages exclusive of supporting material included in an appendix. All proposals should be visually engaging and specifically address the following items:

- **Transmittal Letter** (proposer supplied) Provide an introductory letter highlighting your understanding of the project and the benefits of accepting your team’s proposal; explain the value that you provide to the City and PPDC.
- **Background and Overview** - Provide a brief history and overview of your team and the key staff positions that may be included in this project. The project manager and contact should be clearly identified. Please include the name, resume and background of the managing professionals, and all other individuals, affiliates, and sub-consultants/subcontractors to be associated with the project. (Resumes will not be counted against the page limit).
- **Specific Project Experience** – Provide information on similar or relevant projects that your team has executed.
- **List of References** – Provide a minimum of three (3) public clients for whom you have conducted similar services. Reference shall include name and telephone number of the contact person. The applicant may include additional references. Each reference shall include a description of the services provided to the client. Additionally, you are expected to disclose if any member of your team has been involved in any transaction in which it defaulted on a government contract or was suspended or debarred by a government agency.
- **Project Approach** – Provide in concise narrative form (with graphics where appropriate), your understanding of the City & PPDC needs, goals and objectives as they relate to the multi-use trail, and your overall approach to accomplishing the project. Give an overview on your proposed vision, ideas and methodology. A project schedule by task should be included

- **Additional Information** – Provide any additional information specific to the parameters of the RFQ that will assist the City and PPDC in the overall consideration of your qualifications (e.g. samples of relevant past work).

### **CONTACT WITH CITY AND PPDC EMPLOYEES / WRITTEN QUESTIONS**

All questions from consultant teams must be submitted in writing (email preferred) to Ted Miller. All questions must be submitted no later than November 9, 2021.

### **REVIEW AND EVALUATION**

The City and PPDC will use a Qualification Evaluation Committee (QEC) comprised of project stakeholders to review all proposals received as part of a documented evaluation process. For each decision point in the process, the QEC will evaluate offerors on a variety of quantitative and qualitative criteria and will then elevate a select number of offerors to compete in the next level. Proposers not previously elevated may be elevated at a later date.

The sole purpose of the qualification evaluation process is to determine which offeror can provide the best value to the City and PPDC (highest level of service and desired deliverables in the most cost effective manner that most closely meets the City and PPDC's needs). The evaluation process is not meant to imply that one offeror is superior to any other, but rather that the selected proposer can best support the City and PPDC's needs, based on the information available and the best efforts of determination.

**Evaluation Criteria** The qualifications evaluation criteria should be viewed as standards that measure how well a proposer's approach meets the desired requirements and needs of the City and PPDC. The criteria that will be used to evaluate proposals may include, but are not limited to the following:

- **RESPONSIVENESS**  
The degree to which the proposer's Transmittal Letter and overall proposal have responded to the RFQ's purpose and scope; included in this criterion is conformance in all material respects to this RFQ.
- **EXPERIENCE**  
The proposer's experience in providing services and deliverables as requested in this RFQ (including, but not limited to, reference checks), as well as the proposer's ability to demonstrate the moral/business integrity necessary to assure good faith performance.
- **CAPABILITY**  
The proposer's capability, flexibility and skill to meet the City and PPDC's requirements and perform the work identified in the RFQ; including, but not limited to, approach, business processes, project management, change management, creative alternatives and value-added services/ technologies.

The City and PPDC reserves the right to determine the suitability of qualifications on the basis of any or all of these criteria or other criteria not included in the above list. This detailed evaluation process may result in one or more finalists. The City and PPDC may request presentations by finalists and may carry out contract negotiations for the purpose of obtaining best and final offers.

**PROCUREMENT SCHEDULE**

RFQ Date	10/22/2021
Deadline for Submission of Written Questions	10/9/2021
Date of City/PPDC Response to above mentioned Questions	10/10/2021
Submissions Due	10/15/2021
Evaluation of Qualifications	10/16/2021 – 10/26/2021

**PUBLIC RECORDS**

In entering into a contract with the City (or responding to a public solicitation), all offerors are hereby notified that all bids, proposals, quotations, RFI responses, agreements, invoices, correspondence and any other documents submitted to the City become public property and are subject to public disclosure in accordance with Ohio Public Records Law. All public records will be made available upon request, at the earliest time permitted by law.

Ownership of all data, materials, and documentation originated and prepared for the City pursuant to this RFQ shall belong exclusively to the City and PPDC and be subject to public disclosure in accordance with Ohio Public Records Law.

**TAX EXEMPTION**

The City and PPDC are exempt from Federal and Ohio State sales tax. A tax exemption certificate will be made available at the successful proposer’s request.

**EXPENSE OF PREPARING RESPONSES TO THIS RFQ**

The City and PPDC accepts no responsibility for any expenses incurred by the responders to this RFQ; including cost associated with RFQ responses and presentations. Such expenses are to be borne exclusively by the responders.

**COMPLIANCE**

The consultant shall observe and comply with all applicable laws, ordinances, and the rules and regulations of all authorities having jurisdiction over the contract.

The consultant shall comply, when applicable, with the U. S. Department of Labor, Safety and Health Regulations identified as Chapter XVII of Title 29, Code of Federal Regulations (CFR) Parts 1910 and 1926 and subsequent amendments.

The consultant agrees that in the hiring of employees for the performance of work under the City contract or any subcontract, no contractor, subcontractor, or any person acting on his behalf shall, by reason or race, creed, sex, handicap, or color, discriminate against any citizen of the State in the employment of labor or workers who are qualified and available to perform the work to which the employment relates, nor shall any contractor, subcontractor, or any person acting on his behalf, in any manner, discriminate against or intimidate any employee hired for the performance of work under the City contract on account of race, creed, sex, handicap, or color.

### **NON-WAIVER OF RIGHTS**

No failure of either party to exercise any power given to it hereunder or to insist upon strict compliance by the other party with its obligations hereunder, and no custom or practice of the parties at variance with the terms hereof, nor any payment under this agreement shall constitute a waiver of either party's right to demand exact compliance with the terms hereof.

### **INDEMNIFICATION/INSURANCE**

To the extent authorized by law, the consultant shall indemnify and hold harmless the City and PPDC, its officers, elected officials, agents and employees from and against all claims, damages, losses and expenses including attorney's fees arising out of or resulting from the contractor's performance, provided that any such claims, damage, loss or expense is attributable to bodily injury, sickness, disease or death, or to injury to or destruction of tangible property, including the loss of use resulting there from; and is caused in whole or in part by any negligent or willful act or omission of the contractor, subcontractor, anyone directly or indirectly employed by any of them or anyone for whose acts any of them may be liable. If the contractor is required to go on City or PPDC property to perform work or services, the contractor shall assume full responsibility and expense to obtain all necessary insurance as required by the City and PPDC.