

February 8, 2013

To all consultants who do business with the City of Columbus, Department of Public Service:

In 2011, the City of Columbus implemented electronic bidding for capital improvement construction contracts. In 2013, the City will begin receiving electronic submission of requests for proposals (RFP) for professional services. While construction bidders use the Bid Express® service, consultants shall submit their proposals via e-mail.

For RFPs advertised after February 21, 2013, the City of Columbus' Department of Public Service (DPS) will require all RFPs to be submitted electronically, by email. Attached to this correspondence are the instructions that will be in future DPS RFPs.

Consultants may provide professional services for multiple departments within the city. Please note that while each department may receive responses to RFP electronically, some may elect to receive hard copies and the content of the RFP may differ. Please be sure to review the requirements for each city department when responding to an RFP.

Receiving RFPs electronically furthers Mayor Michael B. Coleman's "Get Green Columbus" initiative. Electronic submission provides significant time and costs savings to both the City and consultants by automating many manual processes; eliminating the need for consultants to travel to submit proposals in person and/or hiring a third party to deliver the proposal; and allowing consultants to finalize the proposal closer to the specified deadline.

If you have any questions, please contact Alex Cofield at (614) 645-1557 or [aacofield@columbus.gov](mailto:aacofield@columbus.gov).

Thank you for your continued interest in working with the Department of Public Service. I look forward to receiving your proposals.

Sincerely,



Mark Kelsey  
Director

*enclosure*

Cc: Rory McGuiness, Special Assistant to the Mayor, Mayor's Office  
Paul Rakosky, Director, Department of Finance and Management  
Jennifer Gallagher, Deputy Director, Department of Public Service  
Steve Wentzel, Assistant Director, Department of Public Service

614-645-8290 Director's Office  
614-645-8290 Office of Support Services  
614-645-3111 311 Service Center  
614-645-0618 Division of Mobility Options  
614-645-3915 Division of Design and Construction  
614-645-6789 Division of Planning and Operations  
614-645-3111 Division of Refuse Collection

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FAX: 614-645-7296



## **INSTRUCTIONS TO BE INCLUDED IN DPS' RFP DOCUMENT**

### 6. Proposal Submittal Instructions:

6.1 Proposals will be received electronically, via email, by the City until 1:00 PM on **XXX, 2013**. Proposals received after this date and time shall be rejected by the City.

Submit Electronic Proposal Package to:

[DPSRFP@columbus.gov](mailto:DPSRFP@columbus.gov)

Subject: **[Project Name, 6+6 #]**

Note: this is a different email address than the email address used to submit questions about the project.

### 6.2 Electronic Submittals

6.2.1 Proposals shall be submitted as a compressed, secure, PDF document. Make sure that the document is printable, but not editable.

6.2.2 Proposals shall follow the format and content described in Sections 6.5 and 6.6.

6.2.3 Only the following information shall be included in the email: PDF document containing the Consultant's response to the City's request for proposals; firm name; consultant's contact person's email address and phone number. Emails SHOULD NOT contain a signature or firm logo that appears to be an attachment. While City staff shall review the email "inbox" to confirm that an attachment is included with the email, neither the email nor the attachment attached to said email will be opened before the deadline for receiving responses to the City's request for proposals. If an email is submitted without an attachment, the City will attempt to inform the consultant, but the City assumes no responsibility or liability in the event it fails to do so. It is the consultant's responsibility to ensure that an attachment containing the consultant's response to the City's request for proposals is included with the email sent to the City. It is also the consultant's responsibility to ensure that the correct PDF document is attached. If the City does not receive the correct PDF (response to the RFP as advertised) the proposal shall be deemed non-responsive and the consultant shall be notified after the due date/time.

6.2.4 The City's email system shall provide an automated response that an email has been received. If you do not receive an automated response within two hours of your submission, please contact Alex Cofield at [aacofield@columbus.gov](mailto:aacofield@columbus.gov). If you submit a proposal within two hours before the due date/time and send an email because you have not received an automate response, the City cannot guarantee that it will be able to respond to that email.

6.2.5 Proposals must be received by the City by the indicated deadline in Section 6.1. It is highly recommended that proposals are emailed early enough to allow for potential technical delays.

6.2.6 The date/time stamp of the City's email system constitutes the official date/time of receipt of proposal responses and those responses received after the specified deadline contained in the request for proposal are hereby deemed to be non-responsive and will not be considered for selection by the City. The consultant is solely responsible for ensuring that their proposal response has been successfully transmitted and received by the City before the deadline indicated in the request for proposal. If a proposal is date/time stamped after the due date/time, the proposal shall not be accepted. Should this occur, the City shall notify the Consultant of the proposal's rejection by forwarding the email back to the Consultant, with the date/time stamp highlighted, to demonstrate that the Consultant did not meet the deadline for submittal.

### 6.3 Questions

Direct questions via e-mail only to:

Contract Manager, [capitalprojects@columbus.gov](mailto:capitalprojects@columbus.gov)

Note: this is a different email address than the email address used to submit requests for proposals.

No contact is to be made with the City other than with the Contract Manager through e-mail with respect to this proposal or its status. The deadline for questions is **XXXXXX**. Answers to questions received will be posted on the City's Vendor Services web site.

### 6.4 Evaluation

Proposals will be evaluated based on the enclosed selection criteria and in accordance with Columbus City Code, title 3, Section 329.14. Please be advised that proposals submitted to the City are subject to applicable federal, state, state, and local public information disclosure regulations. Requests to view a proposal will be arranged upon receipt by the City of a written request for such; therefore, any proposal may be subject to viewing by the public. If any information contained in the documents submitted is deemed proprietary in nature, the offeror is required to defend the City concerning any litigation arising from the offeror's request for confidentiality.

### 6.5 Proposal Format (only the following format will be accepted)

6.5.1 Provide a cover letter, not to exceed one page, on the Lead Consultant's letterhead, signed by an Officer of the firm. Include a copy in each of the other packets. This does not count towards the 20 page limit described in 6.6.1

6.5.2 Page numbers must be centered at the bottom of each page.

6.5.3 Font must be 12 pt, Times New Roman or Arial.

6.5.4 Font color must be black. Color may be used for graphics and photos only.

6.6 Proposal Content

- 6.6.1 Consultant shall limit the proposal to no more than twenty (20) total pages of information (e.g. text, graphics, etc.). A 'page' is one side of a sheet of paper with text, graphics, etc. If only one side of a sheet of paper has text, graphics, etc., then that is one page. If both sides of a sheet of paper have text, that is two pages. The proposal shall include a cover letter. The cover letter cannot exceed one page and is not counted in the twenty page limit. Any requested items that are not considered against the page count are noted with an "NPC" in section 6.6.3. No appendices or additional information is acceptable. Proposals exceeding the twenty page (20) limit will be rejected.
- 6.6.2 Provide information requested below in the order presented or the proposal may be rejected.
- 6.6.3 The offeror must use the following tabular format structure for the proposal. Each tabular section shall be designated as follows and the presented content should specifically address the evaluation criteria in Section 7. Only the criteria in Section 7 will be used for evaluation purposes. Section tab dividers will not be counted against the page total unless they contain text other than that necessary to define the section. Failure to provide the information requested may result in the proposal being rejected.

Section A.

Location of Lead Offeror

For the Lead Consultant, provide the firm location (full address), the contact person for the proposal, phone number, and e-mail address.

Address topics discussed in Section 7.2.

Section B.

Project Team

Identify the Project Team, including sub-consultants, the percentage of work to be performed by each firm along with the address of each sub-consultant's office. Also include the contract compliance number (FID) and Equal Business Opportunity Commission Office status.

Replicate the table below in your proposal, providing the requested information for each firm on your team.

Project Team				
Firm Name	Location	Contract Compliance No. (FID)	EBOCO Status	Percentage of Contract

Include an organizational chart showing key individuals that are assigned to the project along with resumes of the Project Manager and key Project Team members' containing professional information relevant to the project.

Project Manager. Present the education, experience, and availability of the Project Manager. Availability shall be indicated as hours per week on average.

Project Team. Present the education, experience, and availability of the key Project Team members. Availability shall be indicated as hours per week on average.

Address topics discussed in Section 7.2.

Section C.

Past Performance

Present the proposed Project Manager's and Project Team members' past performance on specific projects. For each project identified include: Team member(s), project name, project owner and contact information, design contract amount. Projects with greater relevancy to this project will be given greater consideration.

Address topics discussed in Section 7.3.

Section D.

Understanding of the Project/Project Approach

Present the consultant understands of the scope, challenges, and limits within the context of the project. Include an explanation of public involvement, innovative approach, and cost containment measures for design and construction.

Address topics discussed in Section 7.4.

Section E.

Environmentally Preferable Offeror (see Appendix A)

Innovative/Green Approach - Description of green and innovative approaches with their impact on project scope, budget, and schedules.

Address topics discussed in Section 7.5.

Section F.

Curb Ramp Training – if required (NPC) (see Appendix C) Number of participating Engineers of Prime Consultant and Sub-consultants who attended the City of Columbus “ADA Curb Ramp Training.”