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BILL NO. S-23-12-11

SPECIAL ORDINANCE NO. S-

AN ORDINANCE approving the award of RFP #8572473 for Oxford Street Streetscape by the City of Fort Wayne by and through its Department of Purchasing and Jones Petrie Rafinski for the City of Fort Wayne Division of Community Development.

NOW, THEREFORE, BE IT ORDAINED BY THE COMMON COUNCIL OF THE CITY OF FORT WAYNE, INDIANA:

SECTION 1. That RFP #8572473 – Design and Engineering Services for Improvements of Oxford Streetscape (the "RFP") – by the City of Fort Wayne by and through its Department of Purchasing and Jones Petrie Rafinski, respectfully for:

Professional design and engineering services for the improvement of Oxford Street from Lafayette to Anthony;

involving a total cost of not to exceed TWO HUNDRED SEVENTY-ONE THOUSAND FIVE HUNDRED FIFTY-TWO DOLLARS (\$271,552) all as more particularly set forth in the RFP which is on file in the Department of Purchasing, and is by reference incorporated herein, made a part hereof, and is hereby in all things ratified, is hereby confirmed and approved.

SECTION 2. That this Ordinance shall be in full force and effect from and after its passage and any and all necessary approval by the Mayor.

Council	Member	

APPROVED AS TO FORM AND LEGALITY

Malak Heiny, City Attorney

Oxford Streetscape - Scoring Matrix

Firm Name		JPR .		DLZ			<u>TSW</u>			
Scorers	Maximum Points	Scorer#1	Scorer#2	Scorer#3	Scorer#1	Scorer #2	Scorer #3	Scorer#1	Scorer #2	Scorer #3
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Company & Staff Qualifications	15	15.0	12.0	15.0	12.0	12.0	15.0	15.0	12.0	15.0
Firm's years in business	5	4.0	5.0	5.0	5.0	5.0	5.0	5.0	5.0	5.0
Experience in similar Projects	10	10.0	10.0	8.0	6.0	7.0	8.0	10.0	10.0	10.0
Proposal identifies understanding of project Scope of Services	10	10.0	10.0	10.0	10.0	7.0	5.0	10.0	10.0	10.0
Proposed Fees	25	25.0	15.0	25,0	20,0	10.0	20.0	23.0	13.0	23.0
Schedule of work	20	20.0	20.0	20.0	20.0	20.0	18.0	15.0	20.0	18.0
Resources available to complete work on schedule	15	15.0	15.0	13.0	15.0	10.0	13.0	15.0	15.0	15.0
Subtotal	100.0	\$9.0	87.0	95.0	90.0	71.0	84.0	93.0	85.0	95.0
AVERAGE SUB TOTAL			94.0			81.67		T	91.33	

Page 1 of 1

BID TABULATION Oxford Streetscape RFP PROJECT

7/18/23, 11:00 a.m. Fort Wayne Community Development Department

1.	Bidder Jo	ones Petrie Rafinski	Base Item \$269,802.00	
2.	Bidder <u>T</u>	aylor Siefker Williams Design Group	Base Item \$275,170.00	
3.	Bidder D	LZ	Base Item \$299,500.00	
Open	ed by	Muyley Borrais Signature		
		Hayley Bundi when designe Printed Name & Title	r & Landscape	architect
		7/18/23 @ 11.4) Date & Time		

Proposal Form

Company Name:Jones Petrie Rafinski
treet Address: 222 Pearl Street
City: Fort Wayne State: Indiana Zip Code: 43802
elephone: (260) 422-2522
rimary Contact Person: Nathan Deig, PLA
rimary Contact Email: <u>ndeig@jpr1source.com</u>
Proposed Fees (Hourly - not to exceed)
Design and Engineering Services\$ 267,302
Estimated Reimbursable Costs
Cotal Fee (including estimated reimbursable costs)
Additional Meetings as Needed (Each)
Additional Site Visits as Needed (Each)\$ 150.00
Please submit hourly rates for you team including any sub-consultants.
Proposal Due Date: July 18, 2023, at 11:00 AM via Quest
Vendor Signature Northan Deig Date 7/17/2023

LETTER OF INTEREST



July 18, 2023

Attention: Hayley Bondi 200 E. Berry Street Fort Wayne, IN 46802

RE: DESIGN & ENGINEERING SERVICES FOR IMPROVEMENTS OF OXFORD STREETSCAPE

Dear Selection Committee,

The design team of Jones Petrie Rafinski (JPR) understands the importance that an improved streetscape along Oxford Street, from Lafayette Street to Anthony Boulevard, will have for the City of Fort Wayne in creating a more attractive, accessible, safe, and economically vibrant neighborhood. We understand that Oxford Street is one of the major neighborhood corridors in Southeast Fort Wayne and is located in the heart of the Oxford Neighborhood. Furthermore, we understand that it is an active corridor with a mix of commercial and residential uses, and it continues to attract investors to the area. Developing a cohesive and aesthetically pleasing streetscape along this corridor is critical in moving the neighborhood forward to leverage new economic opportunities, provide safe and accessible mobility, and improve quality of life for all residents.

The JPR team has considerable experience and an excellent reputation with planning, designing, and providing construction administration services for streetscapes that are similar in nature to this project. Comprised of highly knowledgeable individuals with a diverse range of expertise, the JPR team is uniquely qualified and has allocated the necessary time needed to successfully complete this project. With the experienced disciplines of landscape architecture, planning, transportation engineering, structural engineering, civil engineering, and surveying - all provided within our team - we will deliver a project that is well coordinated, creative, successfully navigates challenges and conflicts, and ultimately achieves the goals and vision of the City and community. Our firm has additional in-house disciplines - including architecture, GIS, environmental, and marketing - that can be utilized as necessary on this project. Furthermore, as a firm located within downtown Fort Wayne, we have developed an intimate understanding of the local landscapes, regulations, and community needs which will help us drive this streetscape project forward.

Our design team understands that this project will be divided into three phases, with Phase I bidding documents completed for 2025 construction. Phase I encompasses Lafayette Street to Hanna Street, Phase II from Hanna Street to Oliver Street, and Phase III from Oliver Street to Anthony Boulevard. We also understand that the objectives range from implementing traffic calming solutions and reconstructing curbs and walkways to meet ADA standards, to updating both stormwater drainage and pedestrian scale streetlights. We are prepared to provide design, construction documents, specifications, and cost estimates for all phases.

Our diverse background equips us with comprehensive expertise in streetscape design and construction administration, and we are confident that our design team offers the necessary creativity, technical expertise, and working history to develop a successful streetscape project for the City. We possess a deep understanding of the complexities involved, allowing us to deliver distinctive, high-quality, and sustainable solutions that will create an identity for the area and positively impact the Oxford Neighborhood for generations to come.

We look forward to the possibility of collaborating with the City of Fort Wayne and its stakeholders on this project.

Respectfully, Nathan Deig

Nathan Deig, PLA

Director of Landscape Architecture

Land Surveying • Civil Engineering • Planning • Architecture • Project Funding • GIS • Environmental • Renewable Energy • Landscape Architecture

We believe project success begins with a partner who is devoted to making your vision come to life. We stand by our clients as technical experts throughout the entire process, and our team is committed to providing professional, quality services and support.

JPR's approach for developing a successful streetscape improvement project for the City of Fort Wayne consists of four main parts:

- 1. Schematic Design Concepts
 - Project Kick-Off & Coordination
 - Community Engagement
 - Site Surveys
 - Site Inventory & Analysis
 - Schematic Design
- 2. Design Development
- 3. Construction Documents
- 4. Construction Administration

We understand the project objectives are as follows:

Implementation of traffic calming solutions such as narrow drive lanes, wider sidewalk, removal or addition of onstreet parking, addition of park strips, etc.

Reconstruction of curbs and walks to meet current ADA standards within approximate limits of work

Reconstruction of all deteriorated drive approaches

Identify if any additional right-of-way acquisition is needed

Create an identity for the project area (specific pavement type, banners, lighting, plantings, etc.)

Update stormwater drainage to facilitate changes in street design, including the potential for green infrastructure

Update pedestrian scale streetlighting

PART 1: Schematic Design Concepts

PROJECT KICK-OFF & COORDINATION: Working with the City of Fort Wayne and stakeholders, the design team will gather and confirm information for the Oxford Streetscape Improvement Project. We will facilitate this process by conducting an initial kick-off meeting where participants will be encouraged to contribute information and ideas, along with past experiences related to this project. Through this meeting, the design team will:

- Confirm goals and objectives
- Define study areas and scope
- Conduct key interviews

The design team will share its findings with the City and stakeholders. Our team will also provide meeting minutes for all participants, as well as a detailed project schedule with a completion date of December 2024. At this time we envision a faster design process for Phase I with its completion tracking for August 2024, and Phases II and III being completed by the timeline listed above.

ADDED VALUE: Our team lives and works within Fort Wayne and is familiar with the project site and community culture.

COMMUNITY ENGAGEMENT: Our team will work with the City's Neighborhood Planning and Activation Team to gain community input on the design for the Oxford corridor. We understand that there will be two public engagement meetings in August, as well as a Southeast Area Partnership Meeting.

As part of the outreach, these meetings will include education modules sharing successful streetscape applications. They will also include discussion on the benefits, challenges, and opportunities connected to streetscape design as well as how they relate to the Oxford streetscape. All materials used will contain easyto-read visuals, ensuring the City, stakeholders, and residents understand the design intent for the project and can identify the preferred concepts and ideas.

These meetings will establish a deeper connection to all parties involved, and further define the project goals and objectives. They will also serve as a way to gain buy-in from stakeholders and help build consensus, while ensuring the desired vision of the City is reflected.

All input gathered will be thoroughly documented and shared with the City.



PART 1: Schematic Design Concepts, continued

SITE SURVEY: Utilizing our in-house survey department, our team will conduct a professional topographic and site survey of existing conditions. This will include, but is not limited to:

- Establishing existing Right-of-Way boundaries
- Surveying to centerline of existing roadway and 10-feet beyond the existing Right-of-Way
- Providing topographic information (spot elevations and 1-foot contours) to use for grading and drainage design within the right-of-way
- Providing cross sections at 50-foot intervals
- Researching and providing information and approximate location and size of all underground utilities (to be included on survey)
- Locating and providing elevations for all structural walks, buildings, steps, invert and rim elevations for inlets and manholes, and all drives/alleys
- Locating all trees, fences, streetlights, power poles, parking lots, and anything else inside the survey area
- Providing width of drive lanes, on-street parking spaces, and existing streets
- Providing actual property lines and locating all property pins
- Researching and providing information and location for all easements and encroachments within the survey (to be included on survey)
- Identifying the monument/benchmark used

EXISTING CONDITIONS INVENTORY & ANALYSIS:

This part of the project will provide a comprehensive understanding of the current state of Oxford Street. The design team will review and analyze all existing studies, plans, and reports as applicable, including the Southeast Strategy Update. The design team will investigate, analyze, and measure the site to familiarize themselves with the various physical features and identify opportunities and constraints of the corridor.

SCHEMATIC DESIGN: Utilizing the information gathered thus far, the team will develop concepts, sketch illustration plans, and other graphic techniques for the streetscape design.

Throughout the entire process, the team will consider how each recommendation might impact City operations such as trash collection, snow removal, and street sweeping. We believe the inclusion of maintenance and operation staff is critical in the design process to ensure designs can be maintained with current procedures, equipment, and staffing levels. Any recommended, practical changes will be brought to the City's attention.

After the schematic design is complete, our team will meet with the City to review and discuss.



PART 2: Design Development

During this part of the project, our team will prepare complete design development documents consisting of 50% Construction Document Plans. These will consist of the horizontal and vertical geometry of the proposed plan and design elements. This could include pavement type, lighting fixtures and locations, signage location, materials and finishes, and all landscape planting materials. Preliminary cost estimates will also be prepared at this time for all proposed improvements.

Our team will verify that the design meets all applicable local, state, and federal codes and regulations.

After this phase is complete, we will meet with the City to review and discuss. Our team understands that there will be a minimum of three meetings with City staff during the Design Development Phase, and we are prepared to meet in person for every discussion. We will also provide meeting minutes for all participants.

PART 3: Construction Documents

Once the preliminary design is approved, our team will prepare the final design plans for the project site. These plans will include:

- Existing conditions/ survey
- **Demolition Plan**
- Site Layout Plan
- Grading and drainage
- Utility Plan and profile
- Site details
- Landscape Plan and details

- Electrical Plan and details
- Photometric Plan
- Traffic Signal Plan
- Written specifications
- Itemized bid form
- Updated cost estimate

We understand that the construction documents will be split into three phases: Phase I from Lafayette Street to Hanna Street, Phase II from Hanna Street to Oliver Street, and Phase III from Oliver Street to Anthony Boulevard.

Construction documents will be submitted to the City at 75% and 95% for routing, and our team will conduct a meeting with the City to review these submittals. The final construction documents will include design plans, specifications, product data, material samples, and cost estimates.

We understand that the City of Fort Wayne will obtain required permits and/or written approvals for all

Fort Wayne, IN - Wells Corridor





SCHEMATIC BANNER POLE

signage. If further details are required, we will work with the City to add permitting to our scope of work.

Additionally, our team will ensure compliance with federal, state, and local building codes, fire regulations, and ADA regulations, and will modify the final plans in accordance with review comments from the City, utilities, and permitting agencies.

Our team understands that there will be a minimum of three meetings with City staff during the Construction Documents phase of the project, and we are prepared to meet in person for every discussion. We will also provide meeting minutes for all participants.

Once the final construction documents are complete, Phase I will be submitted to the City for public bidding and will:

- Include complete written technical specifications in Word format, a unit cost bid form in Excel format, and all CAD files
- Be submitted in PDF format, along with two (2) printed sets

Additionally, our team will attend pre-bid meetings and assist the City in answering questions for Addendum.



PART 4: Construction Administration

We understand that construction administration services are required for Phase I only. Additionally, we understand the City of Fort Wayne will serve as construction manager and will review and process all payment requests and inspect the site regularly. However, following award of contract, our team will provide the following Construction Administration services:

- Attend Pre-Construction Meeting with City and Contractor
- Assist the City in review of change orders required by the City or Contractor for field changes
- Review and approve shop drawings and all other submittals in a timely manner so as not to hinder the progress of construction
- Prepare color/material selections for approval by the City
- Be available for observation to ensure compliance with contract documents as needed per City request throughout the construction process
- Provide as-built drawings

ADDED VALUE: Since our design team is located within downtown Fort Wayne. we can be on-site almost immediately to resolve any challenges that arise.



AFFIRMATIVE STATEMENT OF ABILITY TO START PROJECT:

If the contract is awarded to us, the IPR design team is able to start immediately upon receipt of the necessary documents and information. We have the necessary resources, personnel, and infrastructure in place to begin work as soon as possible. We are committed to ensuring a smooth and efficient transition and to meeting all project timelines and deliverables.



SOUTHEAST STRATEGY UPDATE FINDINGS

IPR possesses the skillset needed to evaluate streetscapes and provide recommendations on methods for road dieting. Many of the recommendations noted in the Southeast Strategy Update can be satisfied by evaluating traffic lanes for downsizing, improving neighboring greenspace, and offering opportunities for expanded walkways and/or bicycle lanes. JPR understands the Strategy's recommendations were divided into five topics, four of which we would like to discuss below.

ECONOMIC DEVELOPMENT

Whether it's by promoting multimodal traffic allowing residents to easily access existing businesses or developing greenspace to create a positive atmosphere encouraging new businesses, the improvement of streetscapes can often be a catalyst for economic development. The design team will work with City officials to determine areas for improved economic opportunities, helping frame the streetscape to meet commercial demand.

TRANSPORTATION & INFRASTRUCTURE

The Southeast Strategy Update discusses the importance of providing quality maintenance of City infrastructure such as streets, curbs, sidewalks, lighting, and underground utilities. It was also noted that a functional and aesthetic streetscape enhances community pride. The design team will work with City officials to identify street programming to help enhance the functionality and safety of the corridor. This can be done through streetscape components such as expanded and separated walkways, lane width designations, and improved pedestrian crossings. Additionally, the team will work with the City to explore methods that aid in enhancing community image through the inclusion of vegetation, seating areas, and artistic components. Artistic components can be used in the selection of ground plane materials such as decorative concrete or decorative pavers, along with the physical implementation of art within the streetscape.

COMMUNITY PRIDE

Designing a streetscape that offers an expanded walking space for pedestrians to move about and be further connected to their neighbors is an effective method to capitalize on an improved community image. A road diet on Oxford Street can also lend itself to additional greenspace, encouraging a park-like atmosphere as well as highlighting community character. The addition of vegetation in trees and native flora can create strong visual character that celebrates Fort Wayne and further aids in community pride. Identifying the elements of community character will be an important part of the design and can be explored through meetings with local officials as well as members of the community.

PUBLIC SPACES & INTERCONNECTIVITY

Although Oxford Street does not connect directly into a major park it does intersect streets, such as Hannah, that provide a direct connection to Weisser Park and the community space just east of Robinwood Drive. As noted in the Strategy Update, providing access to amenities such as parks are important for celebrating community character and enhancing community pride. Work along Oxford Street can help provide inviting walkways with improved maneuverability for residents to navigate to local amenities such as parks, as well as to other important amenities within the community.

GREEN INFRASTRUCTURE

Our design team is committed to designing and engineering sustainable project solutions that can help improve the overall health of the environment, improve economic vitality, and promote an array of social benefits. This can be done through the use of trees and vegetation, water harvesting systems, porous pavements, curb extensions, and more.

It's also important to note that aesthetics are a critical design element when it comes to municipal green infrastructure. When designing on-site stormwater management a variety of elements should be considered including designing water collection points as focal areas, contrasting natural elements with man-made elements, and designing a unified theme.



PEDESTRIAN & CHILDREN SAFETY

improve the area for children and pedestrians who may be traveling to PR understands that an additional goal of this streetscape project is to and from school and/or Weisser Park. We also understand that Louis C. Ward Elementary School is being rehabilitated and coordination with the school will be important to gain their input on specific streetscape improvements.

vehicular pick-up/drop-off procedures. This was done as part Community Schools to address challenges related to bus and of three outdoor classroom projects that were completed at as Whitney Young Early Childhood. All of which are located John S. Irwin and Weisser Park Elementary Schools, as well PR had the opportunity to collaborate with Fort Wayne within blocks of the project site.

school bus and Citilink bus routes, as well as overall pedestrian Our in-depth knowledge of traffic patterns in and around the mobility, by enhancing safety through targeted streetscape project site will allow us to make a positive impact on both improvements.

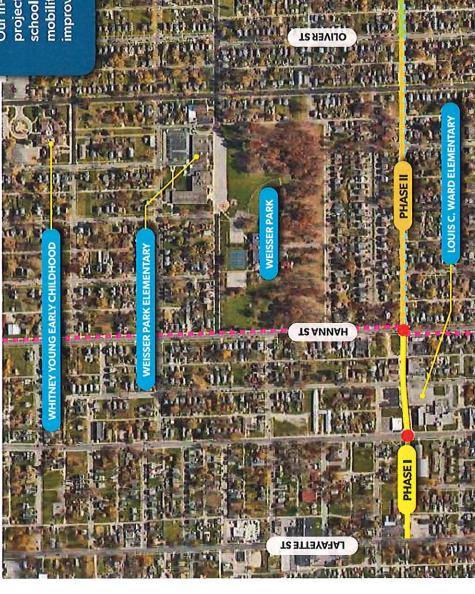
EXISTING PEDESTRIAN TRAIL

CITILINK BUS STOPS

LEGEND

EXISTING SHARED TRAVEL

LANE (BIKE FORT WAYNE)





JOHN S. IRWIN ELEMENTAR

PHASE III

OXFORD ST

ADDITIONAL SUGGESTIONS & IDEAS After a site visit to Oxford Street and Weisser Park, the JPR team came away with a variety of initial thoughts and suggestions that coincide with the project objectives – some of which are shown on the following pages.







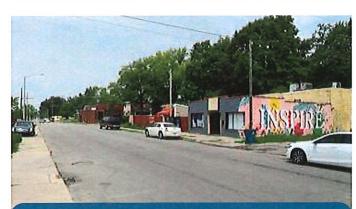
A number of curbs, sidewalks, and entryways can be reconstructed to meet current ADA standards. Deteriorated drive approaches can also be reconstructed to improve the safety, functionality, and visual interest of the street.



Creating crosswalks with a unified theme through consistent pavement and furnishings will not only improve safety for pedestrians but also help establish an identity for the project area.



A variety of traffic calming solutions are possible such as widening the sidewalk. This, coupled with pedestrian-scale streetlights, will improve the aesthetics, functionality, and safety of the street.



Throughout the project site there are ample opportunities for the implementation of artistic components that celebrate the character and identity of the neighborhood.



Although the traffic signal at Oxford and Anthony has been updated, there is the potential to update traffic signals at other intersections throughout the project site.



DIGEST SHEET

TITLE OF ORDINANCE. An ordinance approving the awarding of RFP #8572473 for Oxford Street Streetscape by the City of Fort Wayne by and through its Department of Purchasing and Jones Petrie Rafinski for the City of Fort Wayne Division of Community Development.

DEPARTMENT REQUESTING RESOLUTION. Community Development

SYNOPSIS OF ORDINANCE. Approves award of an RFP to Jones Petrie Rafinski ("JPR") for design and engineering services for Oxford Street Streetscapes, as well as funds for those services.

EFFECT OF PASSAGE. Oxford Street is an important commercial and residential street in Southeast Fort Wayne. However, the condition and layout of the street are not conducive to the type of safe, accessible and aesthetic environment that contributes to quality of place and economic opportunities. This ordinance would allow JPR to develop construction plans, specs, and a cost estimate for an enhanced Oxford Street streetscape which could include implementing traffic calming solutions, reconstructing curbs and sidewalks to meet ADA standards, updating stormwater drainage, and installing pedestrian-scale lighting.

EFFECT OF NON-PASSAGE. Without approval, this project would likely not move forward. The condition of Oxford Street is similar to that of Pontiac Street prior to its reconstruction: most of the sidewalks and deteriorating, do not meet ADA guidelines, and are typically adjacent to the street, which combined with wide vehicular travel lanes, creates unsafe conditions for all users of the roadway.

MONEY INVOLVED (DIRECT COSTS, EXPENDITURES, SAVINGS). \$271,552, drawn from the Southeast Plan Implementation line item in the City's 2023 LIT budget.



COMMUNITY DEVELOPMENT

Vibrant. Prosperous. Growing.

Thomas C. Henry, Mayor

City of Fort Wayne Community Development 200 East Berry Street, Suite 320 Fort Wayne, IN 46802

260 427-1127 fwcommunitydevelopment.org

MEMO

To:

City of Fort Wayne Common Council

Copy:

City of Fort Wayne Community Development Division

From:

Joe Giant, Community Development Administrator 427-2144

Subject:

Council approval awarding RFP #8572473 for Oxford Street Streetscape to Jones

Petrie Rafinski ("JPR")

Date:

December 7, 2023

Community Development formally requests approval for the award of a Request for Proposal ("RFP") for design and construction services for the Oxford Street streetscape project, spanning from Lafayette to Anthony, to Jones Petrie Rafinski ("JPR"), as well as funding for those services. The total cost is \$271,552, to be funded from the Southeast Plan Implementation line item in the City's 2023 LIT budget.

The Oxford Street streetscape project is a crucial step in implementing the 2021 Southeast Strategy Update. Oxford Street, identified as a historical commercial corridor, is currently lacking the necessary elements for a safe, accessible, and aesthetically pleasing environment. The proposed enhancements include implementing traffic calming solutions, reconstructing curbs and sidewalks to meet ADA standards, updating stormwater drainage, and installing pedestrian-scale lighting.

JPR, selected through a public RFP process, not only proposed the lowest cost for design and engineering services, but also received the highest cumulative score among three respondents, based on qualifications, experience, project understanding, and work schedule. The scoring matrix and a brief summary of JPR's proposal is attached for your review.

If you have any questions, please feel free to contact me at the information below.

Thank you in advance.

Joe Giant

Redevelopment Administrator
O: 260.427.2144
Joe.Giant@cityoffortwayne.org

