

1 **BILL NO. S-24-10-08**

2 **SPECIAL ORDINANCE NO. S-124-24**

3 **AN ORDINANCE** approving the award of RFP  
4 #9273353 for Design and Engineering Services for the  
5 Decatur Road Sidewalk Project to DLZ Indiana, LLC.

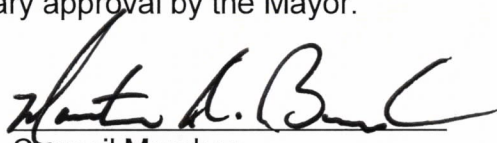
6 **NOW, THEREFORE, BE IT ORDAINED BY THE COMMON COUNCIL OF THE**  
7 **CITY OF FORT WAYNE, INDIANA:**

8 **SECTION 1.** That RFP #9273353 – Design and Engineering Services for the  
9 Decatur Road Sidewalk Project (the “RFP”) – by the City of Fort Wayne by and  
10 through its Department of Purchasing and DLZ Indiana, LLC (“DLZ”), respectfully for:

11 Professional design and engineering services for the  
12 Decatur Road Sidewalk Project;

13 involving a total cost of not to exceed TWO HUNDRED FIFTY-TWO THOUSAND  
14 SIX HUNDRED FIFTY DOLLARS (\$252,650) all as more particularly set forth in the  
15 RFP which is on file in the Department of Purchasing, and is by reference  
16 incorporated herein, made a part hereof, and is hereby in all things ratified, is hereby  
17 confirmed and approved.  
18

19 **SECTION 2.** That this Ordinance shall be in full force and effect from and  
20 after its passage and any and all necessary approval by the Mayor.  
21

22   
23 Council Member

24 APPROVED AS TO FORM AND LEGALITY

25   
26 Malak Heiny, City Attorney  
27  
28  
29  
30

## Decatur Road - Scoring Matrix

Firm Name	Maximum Points	JPR				DLZ				
		Scorer #1	Scorer #2	Scorer #3	Scorer #4	Scorer #1	Scorer #2	Scorer #3	Scorer #4	
PROPOSAL EVALUATION										
Company & Staff Qualifications	15	14.0	15.0	15.0	14.0	15.0	15.0	15.0	15.0	
Firm's years in business	5	5.0	5.0	5.0	5.0	5.0	5.0	5.0	5.0	
Experience in similar Projects	10	7.0	10.0	10.0	9.0	7.0	10.0	10.0	8.0	
Proposal identifies understanding of project Scope of Services	10	9.0	10.0	9.0	10.0	9.0	10.0	10.0	9.0	
Proposed Fees	40	20.0	35.0	25.0	23.0	30.0	30.0	35.0	28.0	
Schedule of work	20	15.0	20.0	20.0	17.0	10.0	10.0	20.0	18.0	
Resources available to complete work on schedule	15	15.0	15.0	15.0	15.0	15.0	15.0	15.0	13.0	
Subtotal	115.0	85.0	110.0	99.0	93.0	91.0	95.0	110.0	96.0	
<b>AVERAGE SUB TOTAL</b>		<b>96.8</b>								<b>98.00</b>

**BID TABULATION**  
**Decatur Road RFP PROJECT**

**9/9/24, 11:00 a.m.**  
**Fort Wayne Community Development Department**

- 1. **Bidder** DLZ Base Item \$249,500
- 2. **Bidder** Jones Petrie Rafinski Base Item \$345,900

Opened by Hayley Bandli  
Signature

Hayley Bandli, Landscape Architect  
Printed Name & Title

9/9/24 1:13pm  
Date & Time

## Proposal Form

Company Name: DLZ Indiana, LLC

Street Address: 825 S Barr St

City: Fort Wayne State: IN Zip Code: 46545

Telephone: (260) 420 3114

Primary Contact Person: Miguel Treviño

Primary Contact Email: mtrevino@dlz.com

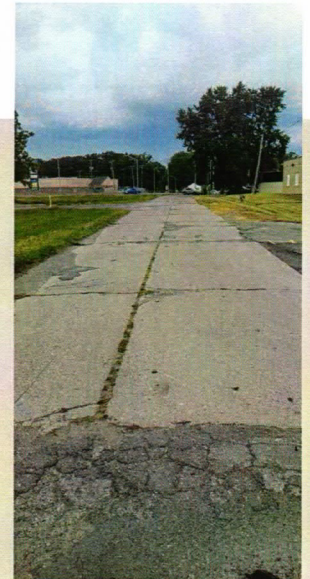
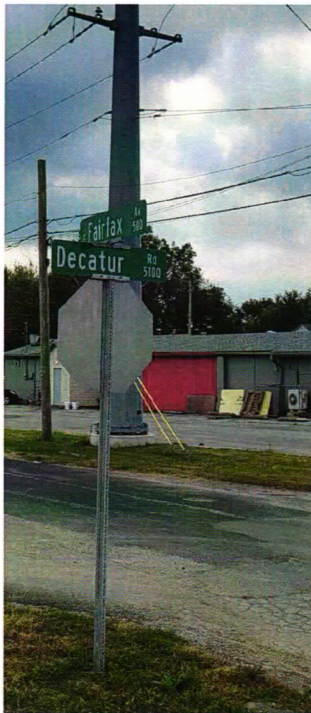
**Proposed Fees (Hourly - not to exceed)**

Design and Engineering Services .....	\$ <u>239500**</u>
Estimated Reimbursable Costs .....	\$ <u>10000</u>
<b>Total Fee (including estimated reimbursable costs) .....</b>	<b>\$ <u>249500</u></b>
Additional Meetings as Needed (Each) .....	\$ <u>450</u>
Additional Site Visits as Needed (Each).....	\$ <u>600</u>

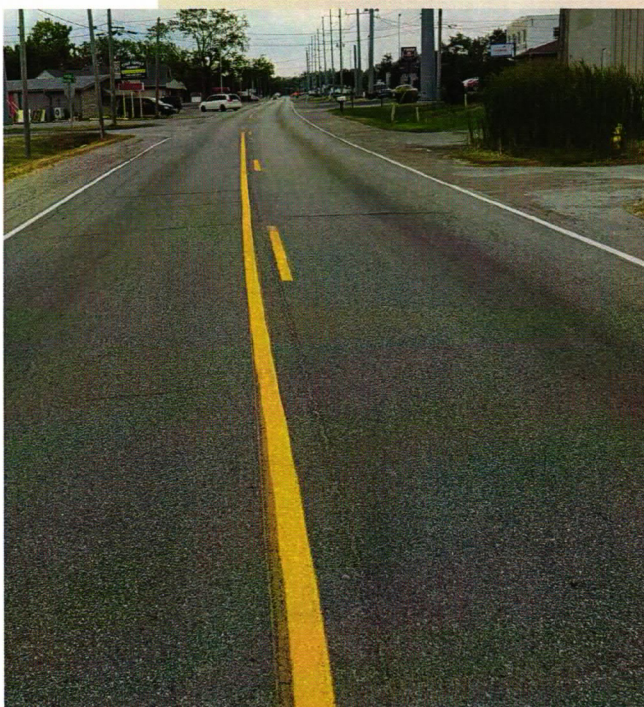
**Please submit hourly rates for you team including any sub-consultants.**

**Proposal Due Date: September 9, 2024 at 11:00 AM via Quest**

\*\* Fee is based on a construction estimate of \$2 Million



proposal for  
**CITY OF FORT WAYNE**  
**DECATUR ROAD SIDEWALK** SEPTEMBER 9, 2024





Dear City staff:

Thank you for the opportunity to submit our proposal for professional design services ranging from feasibility study and pre-study activities to construction. Based on our understanding, the City of Fort Wayne adopted the Southeast Strategy update in 2021. This plan, in addition to other goals, outlined the commercial area along Decatur Road as an area to improve. The City is seeking a teaming partner to explore creative ideas for enhancement, translate those ideas into a transformative and implementable design, and assist with managing future construction. The end result must achieve the fine balance of aesthetics, functionality, budget awareness, and constructibility.

The DLZ team's partnerships and multi-discipline approach will ensure proposed streetscape design recommendations are built around visionary concepts - we pride ourselves on helping the City of Fort Wayne with projects like yours from concept through completion. Our long term partnership, dating back to 1929, with the City is evidence that DLZ is an excellent extension of their departments that has lead DLZ to have multiple On Call agreements to assist the city. We would like to extend and continue that relationship with you.

DLZ has provided planning, engineering design, and construction inspection for over a century to many communities in Indiana. Our urban design, landscape architecture and engineering design team is a leader throughout the Midwest offering excellent planning and design services.

Our teaming philosophy and design approach are discussed further in this statement of qualifications. We look forward to working with the City of Fort Wayne on this unique and worthwhile endeavor.

Respectfully Submitted,  
DLZ Indiana, LLC

**Miguel A. Treviño, PE, RB**  
Vice President (Primary Contact)  
mtrevino@dlz.com  
260.420.3114 (Office)  
260.341.0278 (Cell)

**Jonathan Mooney, PLA, LEED AP**  
Project Manager  
jmooney@dlz.com  
260.420.3114 (Office)

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# QUALIFICATIONS

## section one



### History

As proud descendants of a long and rich heritage, we have been providing superior client service, improving our nation's infrastructure and solving architecture, engineering and design challenges for decades. In 2016, our parent company, DLZ Corporation celebrated 100 years of providing architectural and engineering services. While our Founder, Vikram (Raj) Rajadhyaksha, began to acquire the companies that became DLZ in 1978, several divisions have been providing professional services since 1916. Today, DLZ has grown to be a nationally-recognized firm.

DLZ is a Minority-Owned and Employee-Owned Business with over 900 employees at 30 office locations. DLZ is certified as a Minority Business and an EBE with the City of Fort Wayne. We are a recognized leader in the urban design, landscape architecture, architecture, engineering, construction, and surveying industries. Consistently ranked as one of Engineering News-Record's prestigious Top 150 Design Firms in the United States, DLZ's continual growth and over 100 year history is a testament to the quality of our work and the satisfaction of our clients.

### Services & Expertise

DLZ's strengths in the successful completion of our projects include:

- Utilizing the full range of services available in-house.
- Cooperation and close attention to client needs.
- Ability to provide proven, cost-saving solutions.
- Comprehensive project management capabilities to complete projects on time and within budget.

### Areas of Specialization

Our professional team at your service includes:

- Landscape Architects
- Architects
- Community Planners
- Civil Engineers
- Structural Engineers
- Mechanical Engineers
- Electrical Engineers
- Geotechnical Engineers
- Sanitary Engineers
- Chemical Engineers
- Construction Engineers
- Environmental Specialists
- Computer Applications Specialists
- Surveyors
- Drillers
- Geologists
- Ecologists

## DLZ Principles

FIRST



**The DLZ Team is committed to quality of work.**

Our goal is to provide qualified professional personnel and a work product that is complete, accurate and considerate to your specific needs and fully stand behind our quality of work.

SECOND



**The DLZ Team is committed to meeting your schedules and target dates.**

THIRD



**The DLZ Team will work within your budget to provide the services to meet your specific needs.**

**MOST IMPORTANTLY**



**The DLZ Team is committed to your success.**

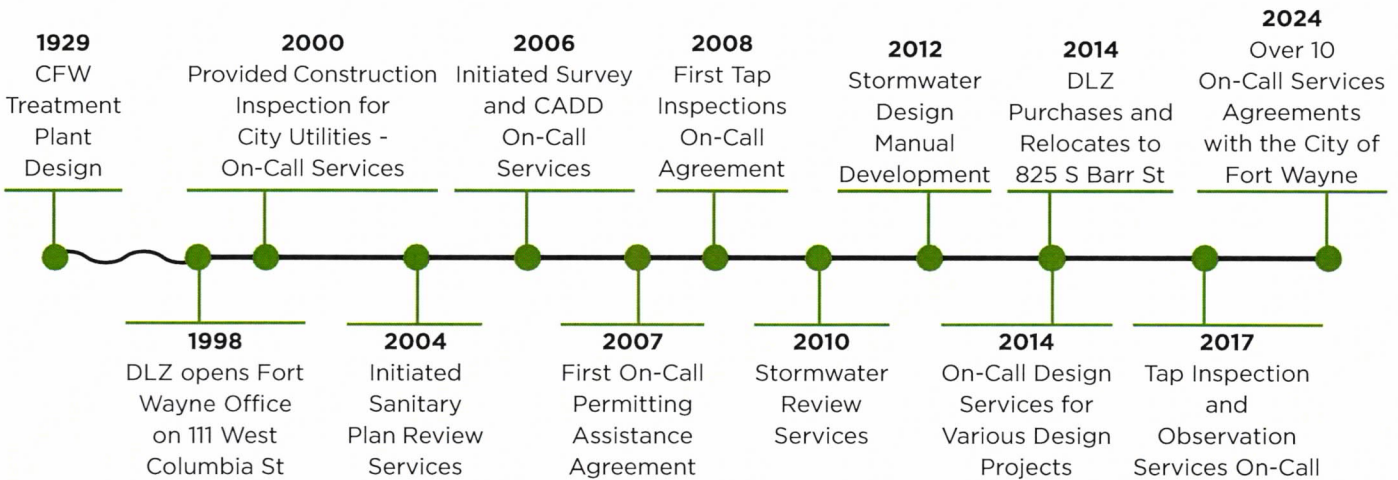
We follow up during and after services have been completed to make sure that you are satisfied with what we have provided. We want this project to have a positive impact on your community.

With DLZ's office located on Barr Street across from Citizen Square, we offer accessibility and responsiveness that is unmatched by our competitors. As Noted in your RFP in the selection criteria for further consideration:

- DLZ believes that we contain the professional qualifications, the documented experience and the expertise of the key personnel assigned to this project.
- As requested in item #7, DLZ has provided construction inspection for the City dating back to the late 1990's making DLZ one of the most experienced with the City of Fort Wayne
- DLZ is a certified MBE and is also listed on the EBE list for the City of Fort Wayne complying with item #8.



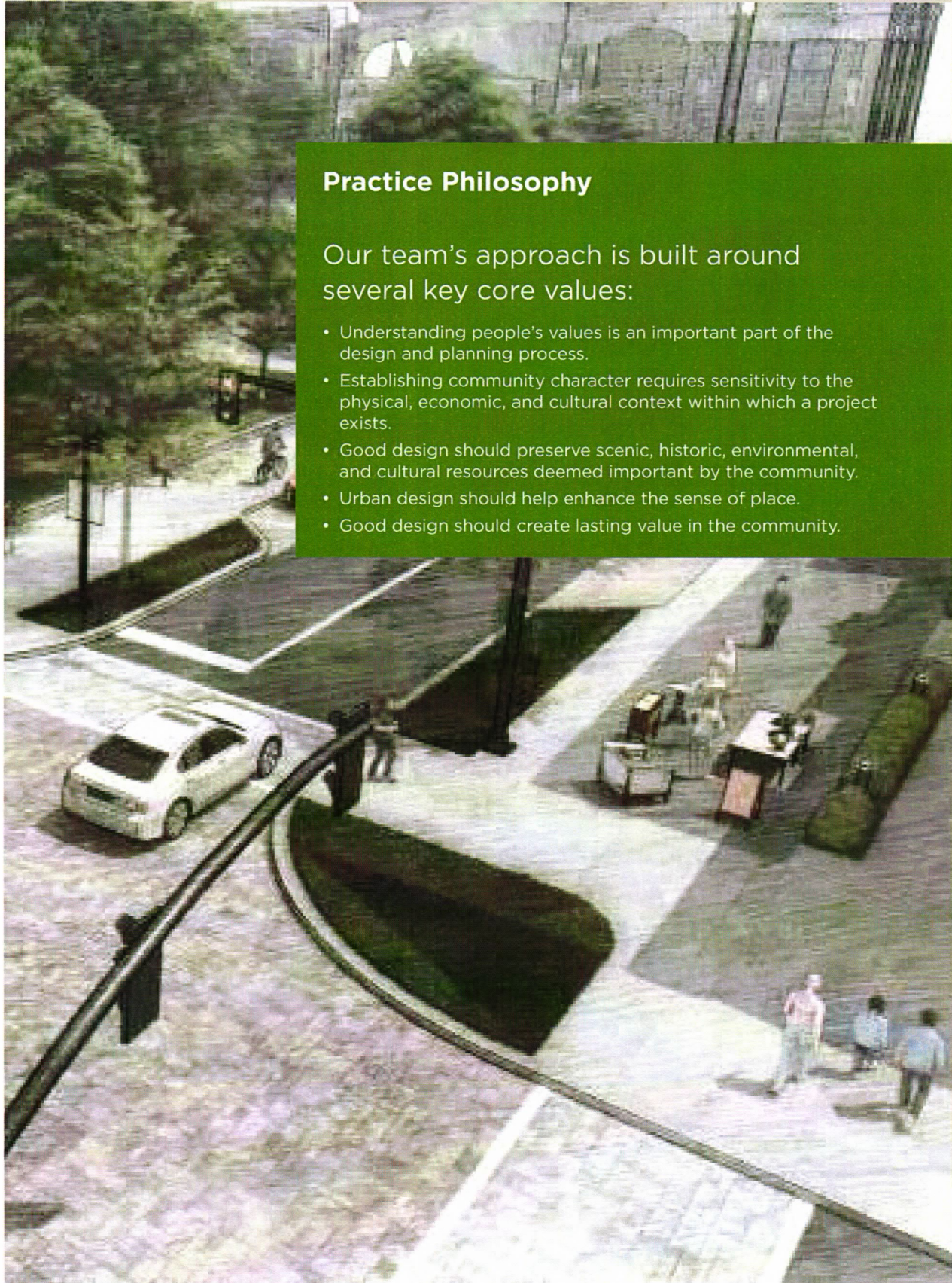
Additionally, most projects typically result in problems associated with stormwater drainage. DLZ has been involved with Stormwater in many different aspects with the City. DLZ currently provides Stormwater review for all developments and city projects. We have also been involved with assisting in the development of the City of Fort Wayne Stormwater Design Manual. Experience and knowledge of City practices and processes that not many other firms can attest to. All this equates to a better communication and project relationship.



## On-Call Experience

Over the last twenty years, DLZ has executed the following on-call agreements with the City for various departments. Many of the original On Call Agreements date back to the early 2000s with City Personnel that have since left. These dates below represent the agreements with the current City Staff Project managers. These are in addition to specific job selections for those projects that were not programmed in the on-call procurement procedure by the City.

- On-Call Construction Inspection (2014-current) - Mike Kiester, PE, 260-427-6235
- On-Call Surveying and Drafting Services - (2014 - current) Nathan Baggett, PE, 260-427-2066
- On-Call Plan Review/Permit Review Sanitary, Storm, Water (2014 - current)- Maria Espino-Gomez, 260-427-1330
- On-Call Tap Inspections and Observations (2017 - current) - Maria, Espino-Gomez, 260-427-1330
- On-Call Stormwater Modeling - Anne Marie Smrchek, PE, 260-427-5679
- On-Call Stormwater Modeling Evaluation and Training - Wendy Reust, PE, 260-427-1367
- On Call Hydraulic Evaluation
- On-Call Stormwater Design & Construction Management 2017-current - Anne Marie Smrchek, PE, 260- 427-5679
- On-Call Sewer Design and Construction Management - 2019 - current Anne Marie Smrchek, PE, 260- 427-5679
- Community Development On-Call Survey and Design - Haley Bondi 260-427-2184
- On-Call Permitting Assistance (2007 - current) - Anne Marie Smrchek, PE, 260-427-5679
- On-Call Design Services for Various Fort Wayne Projects - Matthew Wirtz, PE, 260-427-2690
- On-Call Inspection RPR Services 2014 - current Ron Sheppard/Justin Eakright
- On-Call Sewer Rehabilitation
- On-Call water Project Design Services 2021



## Practice Philosophy

Our team's approach is built around several key core values:

- Understanding people's values is an important part of the design and planning process.
- Establishing community character requires sensitivity to the physical, economic, and cultural context within which a project exists.
- Good design should preserve scenic, historic, environmental, and cultural resources deemed important by the community.
- Urban design should help enhance the sense of place.
- Good design should create lasting value in the community.



## PROJECT PORTFOLIO: STREETSCAPES

An opportunity to build community character

### Noblesville Downtown Improvements

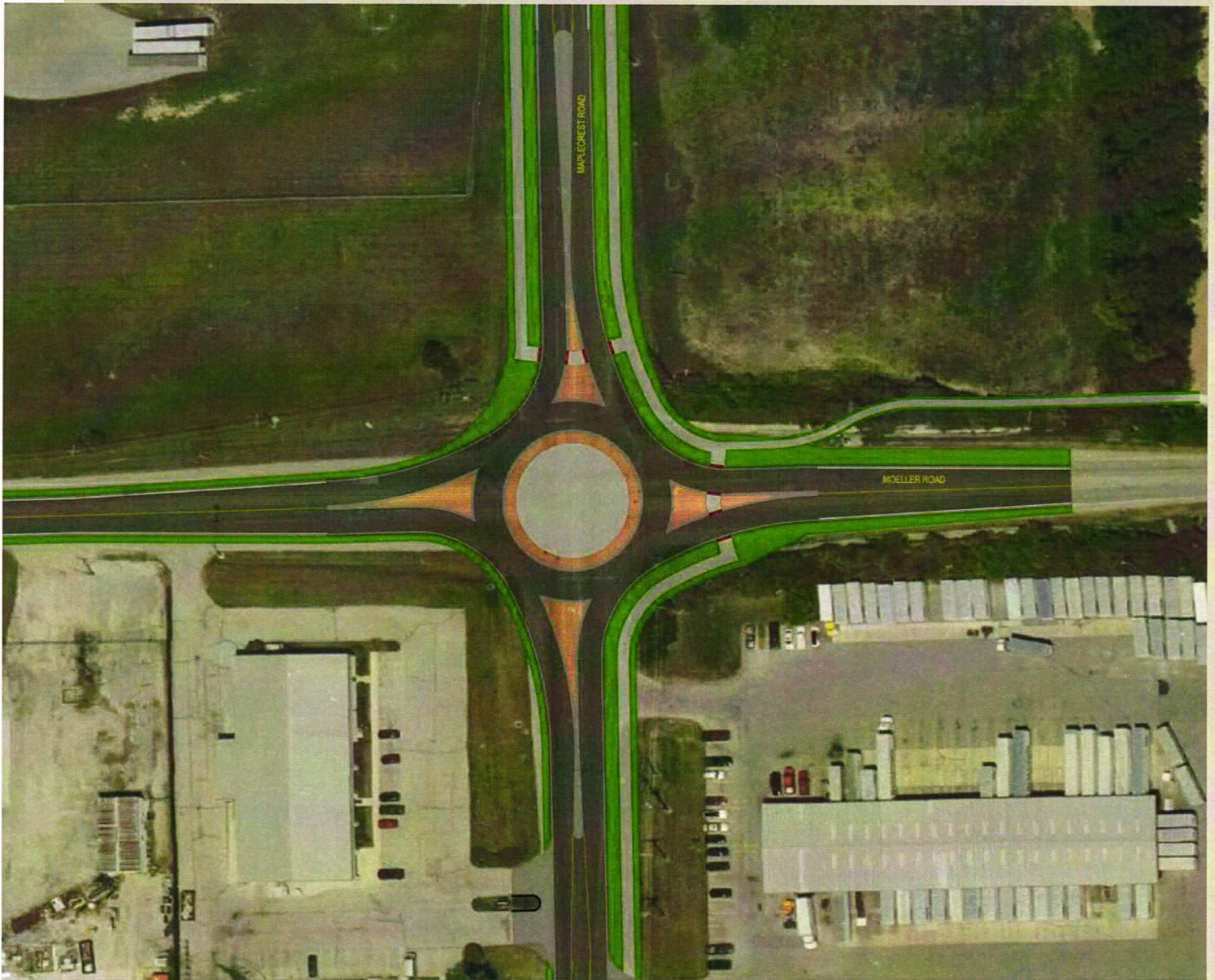
#### Noblesville, Indiana

DLZ has teamed with the City of Noblesville in the creation of a design concept to transform the core of historic downtown Noblesville. One project design criterion was to create more functional and flexible outdoor space as a response to 2020 COVID restrictions. In many cases, existing sidewalks are too narrow to promote outdoor dining and other outdoor uses for downtown businesses.

The project includes substantially widened sidewalks, changes to on-street parking, specialty paving, custom furnishings, street lighting, new traffic signals, ADA and crosswalk improvements, plantings, wayfinding and information signs, and the creation of outdoor dining space standards and amenities. A portion of Logan Street will be closed off with decorative gates for festivals and other events.

Targeted outreach is being conducted to building and business owners and the project spans multiple City departments including engineering, planning, economic development, street, utilities, community engagement, and the Mayor's office. With the exception of geotechnical engineering, DLZ is providing all services in-house including survey, urban design, transportation and traffic, structural, and utility work. DLZ also used 3D drone scanning to allow the incorporation of actual Noblesville buildings into a series of streetscape renderings.

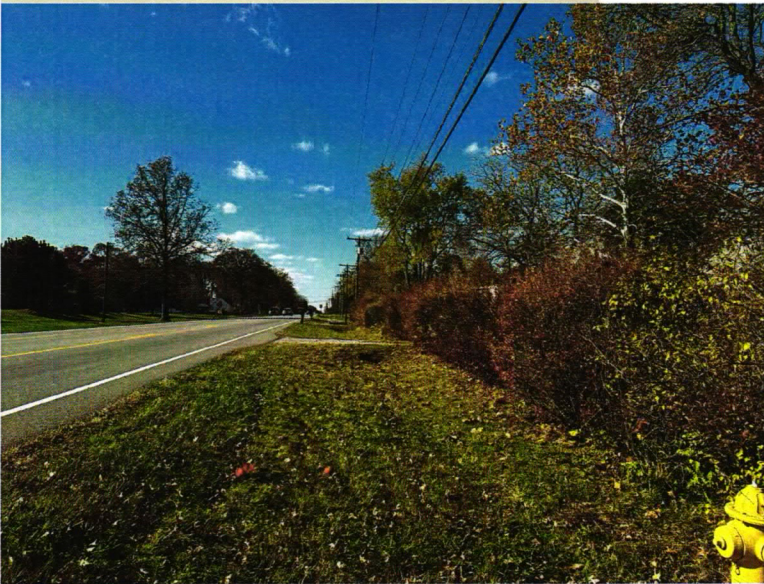




## Maplecrest Road Reconstruction and Bridge 184 Replacement

### New Haven, Indiana

DLZ was engaged by the City of New Haven to design the South Maplecrest Road improvement project. This road improvement is extending from just south of SR 930 to south of Seiler Road (+/- 1.50 miles). The project goals are to enhance pedestrian and vehicular traffic flow capacity, safety and access. As proposed the project will incorporate a 3-lane roadway section requiring reconstruction of the existing roadway, intersection / commercial drive improvements with turn lanes as appropriate, roundabout intersection and bridge replacement. Elements in this project also include pedestrian path, curb / gutter, storm sewer, roadway lighting and screen wall. The project is being designed as one phase inclusive of engineering, surveying, utility coordination and right of way acquisition with the construction being broken up into two phases running back to back. Estimated project value of 21 million dollars.



## **Stellhorn Road Trail**

### **Fort Wayne, Indiana**

DLZ was engaged by the City of Fort Wayne to design the Stellhorn Road Trail improvement project. This trail improvement is extending from Maplecrest Road to Wheellock Road (+/- 1.90 miles). The project goals are to enhance pedestrian safety and access along Stellhorn Road by designing / installing a multi-use trail. Currently there are no existing pedestrian facilities along the road. Unique challenges of this project will be:

- The consideration needed for a future roadway widening which is already being contemplated. This will require analysis and appropriate spatial planning to minimize rework once the roadway project is undertaken.
- Regulated drain crossings / coordination (minimum of 2)
- Sensitivity to the residents landscaping / privacy in the introduction of a trail where there wasn't one before.

The project is being designed as one phase inclusive of engineering, surveying, utility coordination and right of way acquisition.



## Stellar Downtown Revitalization Plan North Liberty, Indiana

DLZ partnered with the Town through two phases of Downtown Revitalization. The first phase replaced outdated light fixtures and overhead wiring with ornamental pedestrian lighting, installed in-ground electrical connections for festival vendor stations, and added new curb ramps and sidewalks with decorative accent paving. This phase also included replacement of water service laterals, underground vault modifications, and site furnishings such as planters, benches, bicycle racks, trash receptacles, and drinking fountains. The second phase included development of an extensive Downtown Master Plan prior to the design and construction project, which extended the streetscape from the historic downtown, added a public parking lot, the Shamrock Alley gathering space, and façade improvements to 10+ downtown businesses in 2019. Sensitivity to the downtown context and the Town's vision was stressed throughout the design process and all improvements were reviewed and confirmed through public input. Funding for all projects was received through the Indiana Office of Community and Rural Affairs (OCRA) in addition to local funds. Professional services included topographic survey, master planning, preparation of design plans and construction documents, coordination with the grant administrator and various agencies, bid phase assistance, and construction administration with periodic observation.





## Main Street Streetscape Improvements, Phase IV

### Elkhart, Indiana

The Main Street Streetscape Phase IV Project was designed to complement the three previously constructed phases of the Main Street improvements, extending from just north of Marion Street to the north right of way of the railroad tracks on the southern edge of Downtown. This project included roadways, storm sewer design, sanitary sewer design, water main design, streetscape design, and lighting.

Landscape architectural services included design and construction documents for decorative colored concrete, stamped concrete crosswalks, brick pavers, brick planters, site furnishings, and landscape plantings. This project required coordination with roadway improvements, utilities, and continuing the Phases I - III themes.

Design services included preliminary plans, final check plans, final tracings, and bid documents, as well as graphic illustrations for use in public meetings.





## State Street Improvements

### Grabill, Indiana

The Town of Grabill utilized DLZ to provide design and construction services for roadway, sidewalk, and drainage improvements for State Street, the main east-west road in and out of the Town. This roadway provides access to the downtown area and major industries, carrying trucks, cars, and horse-drawn buggies. DLZ served as the primary liaison between the Town and the contractor. Specific elements of the project included:

- Deep milling, intermediate and surface HMA pavement
- Sidewalk and curb ramp reconstruction to meet strict ADA standards
- Drainage improvements
- Rehabilitation of PASER Rating 4 pavement



## North Anthony Boulevard Streetscape Fort Wayne, Indiana

DLZ worked with a local neighborhood association, the North Anthony Alliance, to help revitalize a portion of the important route located on the near north side of downtown. Working with the City's Planning Department, local businesses, and the North Anthony Alliance, DLZ developed a project that made the corridor more pedestrian-friendly while adding green space and beautifying the corridor. The limits of the project included the intersections of St. Joe River Drive and Crescent Avenue.

The scope of the project included the removal of one of the three southbound lanes and replacing it with an 8-foot wide concrete sidewalk, which was incorporated into the City's ever-growing trail network. The sidewalk has aesthetic features incorporated into its design such as smooth curves and colored concrete landings at the northern and southern ends of the corridor. The corridor is home to many commercial drive approaches of varying widths and materials; the project consolidates several of the approaches and provides uniformity among all of the approaches, both in width (30') and material (concrete).

Green space with well-manicured mounding was provided between the back of the roadside curb and the sidewalk. Median islands with surfaces ranging from colored concrete to grass help break up the wide expanse of concrete pavement and provides visual confirmation of the center turn lane. Trees were planted in locations that would not pose a hindrance to sight lines. Outdated "screw in place" steel poles for the streetlights were replaced by attractive concrete-finished poles with foundations. All overhead wiring for the lighting was placed underground in order to enhance the aesthetics. Lastly, the span and centenary system utilized for the existing signal heads at the intersection of North Anthony Boulevard and St. Joe River Drive was replaced by a mast arm system, helping to eliminate some of the unsightly overhead wires prevalent throughout the corridor.

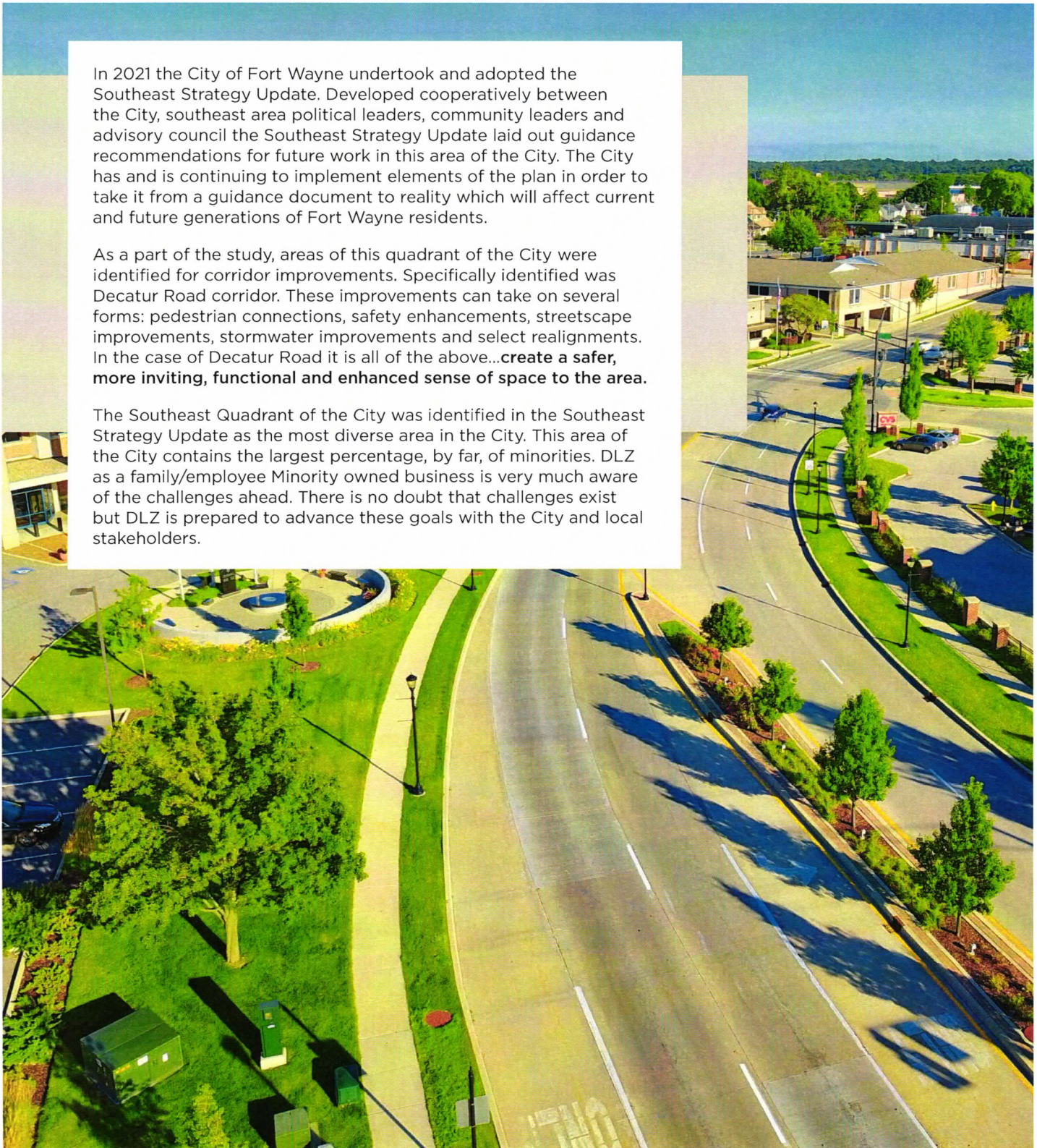
# PROJECT METHODOLOGY

## section three

In 2021 the City of Fort Wayne undertook and adopted the Southeast Strategy Update. Developed cooperatively between the City, southeast area political leaders, community leaders and advisory council the Southeast Strategy Update laid out guidance recommendations for future work in this area of the City. The City has and is continuing to implement elements of the plan in order to take it from a guidance document to reality which will affect current and future generations of Fort Wayne residents.

As a part of the study, areas of this quadrant of the City were identified for corridor improvements. Specifically identified was Decatur Road corridor. These improvements can take on several forms: pedestrian connections, safety enhancements, streetscape improvements, stormwater improvements and select realignments. In the case of Decatur Road it is all of the above...**create a safer, more inviting, functional and enhanced sense of space to the area.**

The Southeast Quadrant of the City was identified in the Southeast Strategy Update as the most diverse area in the City. This area of the City contains the largest percentage, by far, of minorities. DLZ as a family/employee Minority owned business is very much aware of the challenges ahead. There is no doubt that challenges exist but DLZ is prepared to advance these goals with the City and local stakeholders.



## Investigation

Understanding the project site is a key component to a solid design.

The design team's first step on this project will be to continue to review existing documentation, including but not limited to the City's Southeast Strategy Update, zoning regulations, previously completed traffic or corridor studies, plans for any adjacent development, and any other relevant plans and documents. DLZ staff conducted a preliminary field visit to aid in understanding of the opportunities and constraints of the project area during the preparation of this Proposal. Site visits will be ongoing throughout the project to vet concepts, evaluate design strategies, and field check construction plans.

## Site Survey

Important to the overall project success will be the development of a thorough site survey. The limits of this survey will extend to 10 feet outside of the existing right-of-way on both sides of the road through the project limits. This survey will collect the position and elevations of the roads, walks, curbs, manhole or inlet structures and visible utilities. Additionally the establishment of the apparent property and right of way lines will be established and shown on the existing conditions survey. Lastly, we will conduct preliminary utility coordination to identify any existing utility infrastructure that will impact streetscape development. We will reach out to each utility present to request any utility maps that they are willing to provide and will map all known utilities on the project base map. This preliminary understanding of existing utilities is crucial in the development of realistic concepts.

## Communication & Coordination

We will develop a final communications plan following selection but present the following communication strategies that can be crucial to project success.

### Client

Consistent communication with the City of Fort Wayne is crucial to the success of this project. We anticipate a minimum of monthly progress meetings between City staff and DLZ.

Following completion of the initial investigation, DLZ will conduct a kickoff meeting with the City and any designated representatives. This meeting will include discussion of project administrative items, desired aesthetics, traffic constraints, existing community branding and synergies that could be developed, key locations and spacing cadence to be identified as part of an overall urban design approach, and known upcoming development or complementary projects.



## Feasibility Study

After the initial survey is complete and the kickoff meeting completed DLZ will begin work on the feasibility study. This is the point where the project begins to take shape from the initial Southeast Strategy objectives, City input and site survey analysis into a conceptual design. Site limitations, safety, stormwater limitations and anticipated new property acquisitions as outlined below will be vetted to develop the best route for the new pedestrian facilities.

Additionally thoughts need to be given to the sense of place that this walk can establish and define for the area. A clear need for unified improvements offers the City the chance to enhance the experience of residents and visitors and to create a more complete street and valuable community assets. The alignment of benefit and cost, coupled with a need to improve safety, mobility, aesthetics and access for all users should allow Fort Wayne freedom to create something more than just a simple or basic project - a result of this project will be to awaken enthusiasm for a more livable community. Each streetscape element will have a significant impact on the overall look, feel, and function of the corridor.

Deliverables as defined in the RFP will be 3 options with cross sections and engineers opinion of construction costs will be developed and presented to the City.

# Preliminary and Final Design Phase Considerations and Development

## Lighting

DLZ understands lighting is a key component to reinventing a corridor, both for safety and aesthetics. Lighting options will be evaluated for overall efficiency, safety and aesthetics and any proposed alterations or additions will be vetted with the City. Lighting must be well designed, durable, and used to enhance the corridors.

## Stormwater

DLZ assisted the City in the development of their stormwater Design Manual so we are very aware and understanding of the challenges and expectations for a stormwater design in the City. Additionally, DLZ has extensive experience with traditional and green stormwater management techniques and best practices. Green infrastructure can sometimes be controversial in a community. DLZ will work with the City to determine appropriate solutions that are environmentally beneficial, aesthetically pleasing, and work within the City's maintenance tolerances. Stormwater can be treated in a variety of natural ways to reduce the volume and velocity of water entering the existing storm system. Sustainable infrastructure recommendations may include permeable pavements and urban stormwater planters. Our experience has demonstrated that understanding soil composition is a critical component to the success of green infrastructure initiatives. Our geotechnical work will include percolation testing to assess the permeability of existing soils.

## Right-Of-Way (ROW), Permitting & Constructibility

DLZ specializes in taking projects from planning to the final built environment and this makes us better planners.

Our experience allows us to evaluate potential concepts for constructibility and permitting requirements helping ensure the final plan recommendations are feasible and construction documents can move forward with confidence. Our team's experience with ROW engineering aids understanding any impacts proposed concepts may have on adjacent properties, for instance, potential temporary ROW needs that may be needed to facilitate construction.

In addition, understanding potential environmental issues and permitting needs is critical in making a project more competitive for funding. A preliminary red flag survey will be completed in order to identify any potential environmental concerns located

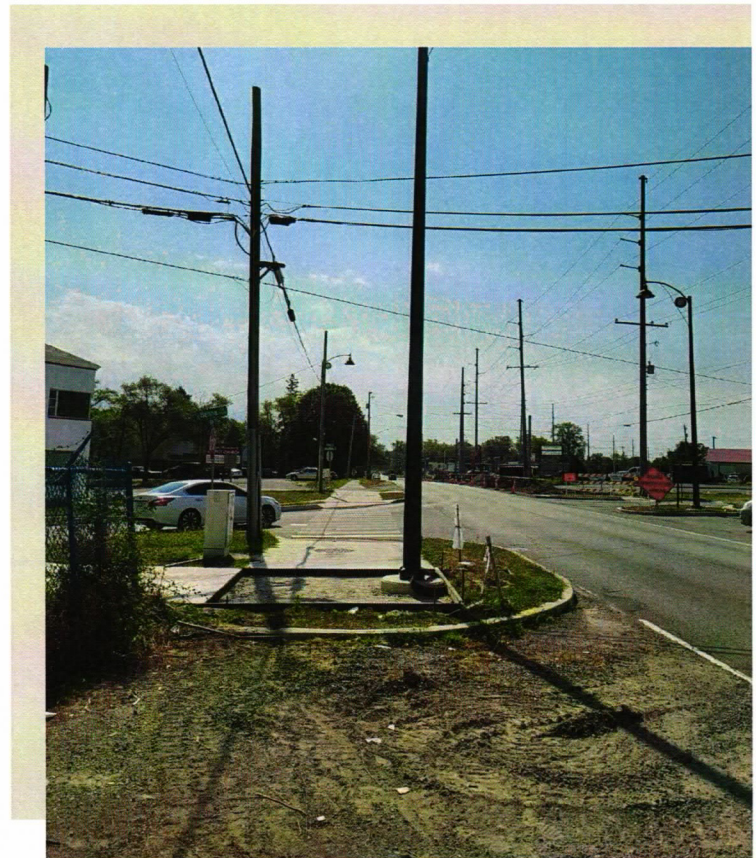
within the immediate vicinity of the project such as underground or leaking storage tanks. Similarly, we will identify any potential permits that could be needed to construct improvements.

All project components and tasks will be incorporated into the final concept recommendations. DLZ has an extensive in-house construction inspection team and their review of the proposed concepts can help identify constructibility issues associated with recommendations. Looping this step in during the schematic stage of project allows DLZ to provide realistic and feasible concept plans.

## Streetscape Design Elements

Through design, the character of the corridor can contribute to the community's sense of place and enhance quality of life. Streetscape schematic design concepts will be communicated through graphic plans and renderings and will include:

- Unified aesthetic treatment (streetscape).
- Special aesthetic treatment for key areas and nodes.
- Landscape enhancements.
- Drainage concept.
- Lighting concept.



# WORK RECOMMENDATIONS

## section four

The main philosophy and methodology of our approach was discussed on the previous pages. The following provides a synopsis of each specific task necessary for the design and construction of the Oxford Streetscape.

### Kick-Off Meeting

1. Address Client and Consultant chain-of-command and sharing of contact information. Address the preferred method(s) of exchanging project-related information.
  2. Discuss the Client's expectations for the project, issues concerning public accessibility, level of maintenance, public relations, and other issues relevant to project.
  3. Confirm all desired project elements and the project limits.
  4. Acquire relevant documents and other related information from the Client.
  5. Confirm construction budget.
  6. Discuss the Client's procedures and time lines for review of design documents.
  7. Review project schedule.
  8. Discuss, if any, adjacent work planned to be done by the City of Fort Wayne or known private redevelopment projects that could impact design and construction of the streetscape.
  9. Discuss maintenance of traffic concepts.
  10. Confirm regulatory requirements and required permitting.
  11. Discuss the Consultant's schedule for conducting topographic survey and requirements for sending survey notices to property owners.
7. Locate and provide elevations for all structural walks, buildings, steps, invert and rim elevations for inlets and manholes, and all drives/alleys
  8. Locate all roads, sidewalks, driveways, trees, fences, street lights, power poles, parking lots, and all other improvements in the survey area
  9. Research and provide information and location for all easements and encroachments.
  10. Perform geotechnical engineering including soil borings at critical locations, pavement cores to analyze existing roadway conditions, and percolation tests to understand the soils natural permeability for green drainage elements.

### Survey

1. Establish horizontal and vertical control points. Horizontal control values will be based on the Indiana State Plane Coordinate system, East Zone, North American Datum 1983., US Foot (IN83-EF) Grid Coordinates.
2. Establish existing right-of-way boundaries and survey right-of-way to right-of way plus 10 feet.
3. Identify property lines of adjacent parcels.
4. Provide spot elevations and 1-foot contours.
5. Provide cross sections at 50-foot intervals
6. Research and provide information and

### Schematic Design

1. Consultant shall conduct a site inventory and analysis including compiling a photographic record of the project area. Conditions of existing improvements will be documented and factors impacting design and construction of improvements will be identified for discussion with the Client.
2. Prepare schematic design plans illustrating the proposed horizontal geometry of improvements.
3. Prepare an opinion of probable cost.
4. Conduct a meeting with the City to review preliminary schematic design. Modify schematic design documents based on Client feedback.

### Design Development

1. Based on approved Schematic Design and public response, the Consultant shall advance and refine schematic documents to an approximately 50% Construction Document level.
2. Meet and coordinate with electrical utility regarding requirements and connection points for electrical service for site lighting.
3. Review and incorporate applicable state and local codes and ADA requirements.
4. Prepare a list of anticipated specifications.
5. Prepare an opinion of probable cost.
6. Conduct a Design Development review meeting with the City.

7. Consultant shall meet with the City a minimum of three additional times during Design Development.

### **Construction Documents**

1. Based on approved Design Development, the Consultant shall prepare fully developed construction documents for all project phases including signed and sealed drawings and a project manual.
2. Prepare final design plans including:
  - 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
3. Prepare project manual including front-end documents and technical specifications.
4. Prepare opinion of probable cost.
5. Submit progress documents to the City at 75% and 95% for review and comment.
6. Conduct a 75% and a 95% review meeting with the City.
7. Consultant shall meet with the City a minimum of three additional times during Construction Documents.
8. Submit final plans for utility and permit reviews. Coordinate permit approvals with City staff. Make final modifications to construction documents based on reviews.
9. Submit Phase 1 Construction Documents to the City for public bidding including:
  - Signed and sealed plans - PDF, two printed sets, and CAD files.
  - Project manual - PDF and Word files.
  - Unit cost bid form - Excel file.

### **Bid Phase**

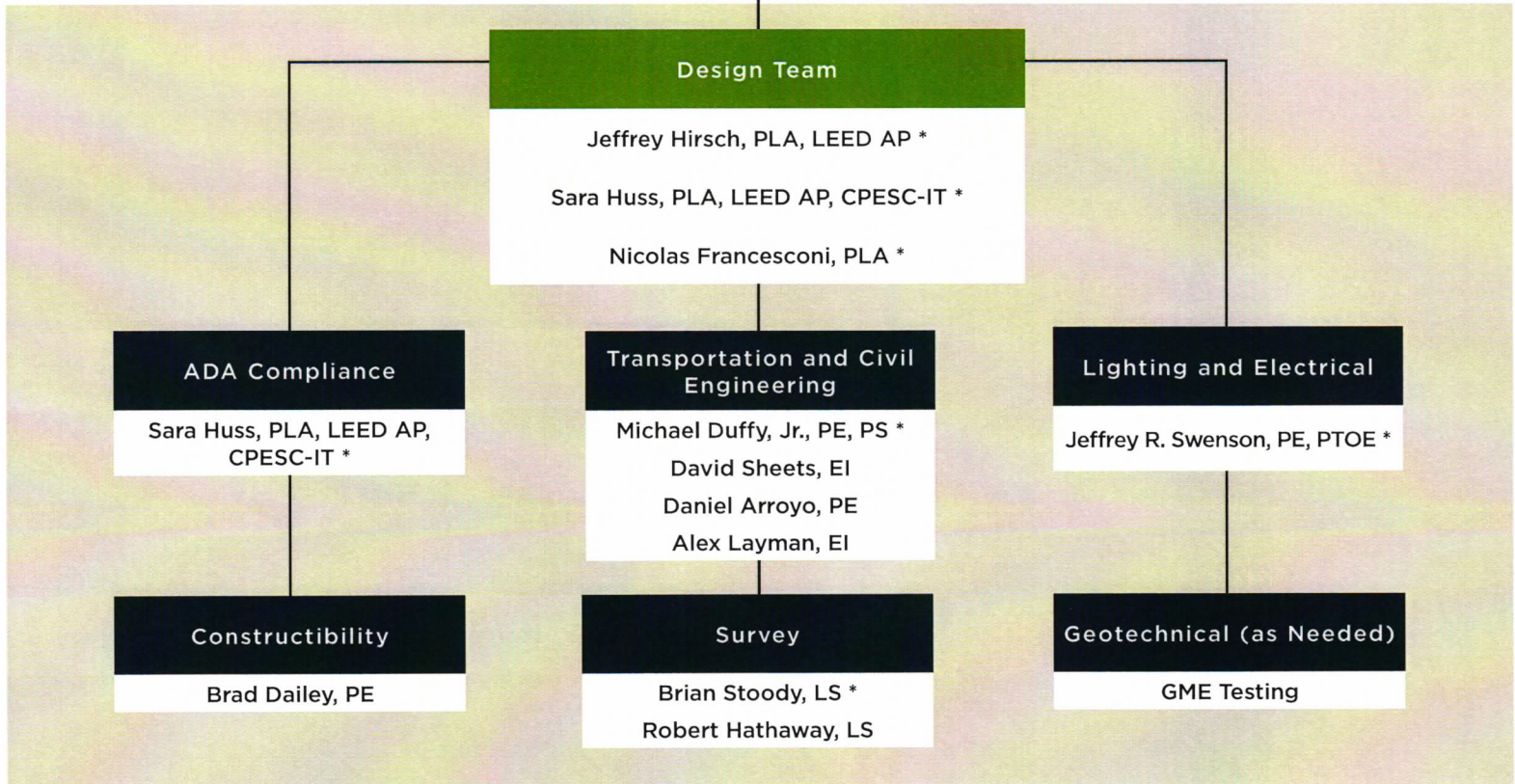
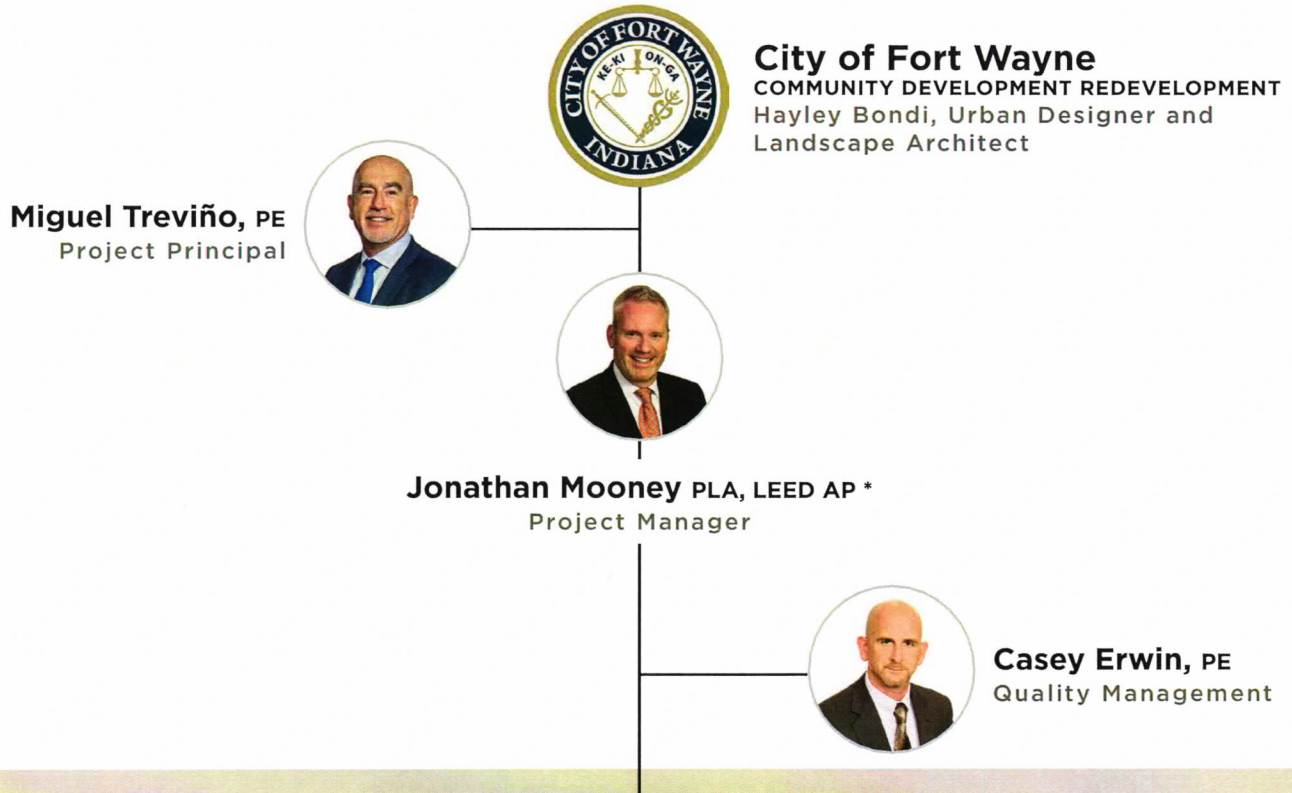
1. Attend pre-bid meeting and compile meeting notes.
2. Issue addenda as appropriate to interpret, clarify or expand the Bid Documents.
3. Consult with the Client concerning and determine the acceptability of substitute materials and equipment proposed by the contractor when substitution prior to the award of contract is allowed by the Bid Documents.
4. Review received bids, create a bid tab spreadsheet comparison, and provide a bid recommendation memorandum.

### **Construction Administration**

1. Attend pre-construction meeting.
2. Assist in the review of change orders.
3. Review and process the Contractor's prepared Shop Drawings, Product Data, Samples and similar submittals on a timely basis. Keep the Client apprised of the submittals status.
4. Prepare written response to the Contractor's RFIs to clarify the Construction Documents.
5. Make a construction visit up to 3 times throughout the project to address problems that may occur. Additionally be available for construction observation services on an as-needed basis directed by the City.
6. Provide as-built drawings. Furnish reproducible record/as-built drawings to client. Record drawings will be required and marked "record." Use the as-built drawings and mark-up the AutoCad file to incorporate all field changes.

# PROJECT MANAGEMENT

section five



\* abbreviated resume included on the following pages



**Jonathan Mooney**  
PLA, LEED AP  
Project Manager

Jonathan's experience includes urban design, transportation planning and design, bicycle and pedestrian planning and design, site design, and park and recreation planning and design. He has designed and managed projects at municipal, county and state levels for both locally and federally funded projects. His work is countered on creating vibrancy in the communities he works in through thoughtful design, promoting connectivity, understanding community culture, and the honest use of materials.

#### project experience

- **Downtown Streetscape Improvements, Noblesville, Indiana.** Project Manager. Jonathan is leading urban design and a multi-discipline team in the creation of a design concept to transform the core of historic downtown Noblesville. One project design criterion was to create more functional and flexible outdoor space as a response to 2020 COVID restrictions. The project is ongoing and includes substantially widened sidewalks, changes to on-street parking, specialty paving, custom furnishings, street lighting, new traffic signals, ADA and crosswalk improvements, and the creation of outdoor dining space standards and amenities.
- **Fountain Square Revitalization, Indianapolis, Indiana.** Project Manager. Management of design team and preparation of environmental and historic compliance documentation, planning and construction documents, redesigned traffic patterns and signalization, a public plaza, two fountains, and urban drainage features for stormwater management. This was a multi-phase revitalization project in one of Indianapolis' designated cultural districts and a federally protected historic district. The project included extensive public outreach, stakeholder participation, and coordination with multiple city and state entities.
- **St. Clair Place, Indianapolis, Indiana.** Project Manager. Responsible for client and design team management, public outreach, and managing construction observation. The project was a unique public/private partnership between the City and a local not-for-profit community development corporation and it was part of the 2012 Indianapolis Super Bowl Legacy. The project incorporated stormwater planters and pervious alley pavement and was considered a pilot project for the incorporation of green infrastructure in the public right-of-way. Winner of the Indy Chamber's Monumental Award, given yearly to projects that are considered the most transformative in the City.
- **International Marketplace Gateway Study, Indianapolis, Indiana.** Project Manager. Led a multi-firm, multi-discipline team in creation of a redevelopment, urban design, and infrastructure master plan with a focus on multimodal transportation. The team worked with the City of Indianapolis as well as the International Marketplace Coalition to create a groundbreaking, multi-layer redevelopment strategy illustrating a 30-year vision. This project won an Indiana Chapter of the American Society of Landscape Architects Merit Award for unbuilt work.

#### EDUCATION

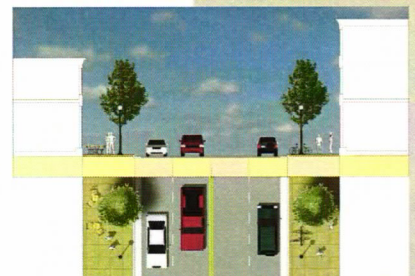
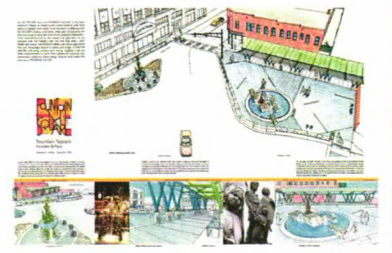
Bachelor of Landscape Architecture, Ball State University, 1994

#### REGISTRATIONS

Professional Landscape Architect - IN; IL; TN; MO; WI

#### CERTIFICATIONS

LEED Accredited Professional, The U.S. Green Building Council  
Council of Landscape Architectural Registration Boards (CLARB), Council Certification





**Jeff Hirsch PLA, LEED AP**  
Landscape Architecture,  
Concept Development  
and Streetscape Design

Jeff’s design work includes streetscapes, site development for large municipal, institutional and university building projects, athletic field complexes, multi-use recreational trails, urban plazas, and detailed planting designs.

**key experience**

- Downtown Revitalization, North Liberty, Indiana
- Church-Union Streetscape, Mishawaka, Indiana
- South Calumet Streetscape, Chesterton, Indiana
- North Calumet Streetscape, Valparaiso, Indiana
- Central Avenue Streetscape, Portage, Indiana

**EXPERIENCE**

Bachelor of Landscape Architecture, Ball State University

**REGISTRATIONS**

Professional Landscape Architect - IN; IL; OH; MI; KY

**EXPERIENCE**

22 years of experience



**Sara Huss PLA, LEED AP, CPESC-IT**  
Landscape Architecture,  
Concept Development  
and Streetscape Design

Sara’s work on streetscape projects demonstrates her experience in engaging stakeholders, developing consensus, understanding of appropriate scale, vehicular versus pedestrian experiences, aesthetic considerations of both hardscape and landscape, and common-sense design of solutions.

**key experience**

- Downtown Revitalization, North Liberty, Indiana
- Church-Union Streetscape, Mishawaka, Indiana
- South Calumet Streetscape, Chesterton, Indiana
- Waterfall Streetscape and Riverwalk Extension, Elkhart, Indiana
- Cassopolis Streetscape Improvements, Elkhart, Indiana
- DBD Crosswalk and ADA Accessibility Improvements, Village of Downers Grove, Illinois

**EXPERIENCE**

B.S. Landscape Architecture, Purdue University

**REGISTRATIONS**

Professional Landscape Architect - IN; IL; OH; MI; KY

**EXPERIENCE**

18 years of experience



**Nicolas Francesconi, PLA**  
Landscape Architecture,  
Concept Development  
and Streetscape Design

Nick has assisted as a landscape designer in the analysis of site systems, design development, and construction documentation of landscape architectural and site-civil development projects. His experience includes recreational, educational, correctional, and municipal design project types. Nick takes pride in providing sustainable design solutions that meet the needs of each client and project.

**key experience**

- Oakland LTCP Study and Concept Design, Elkhart, IN
- Downtown Revitalization Plan, Kentland, IN
- 7th, 8th, and West Street Streetscape Master Plan, Mishawaka, IN
- Main Street Intersection Improvements, Mishawaka, IN
- Downtown Improvements, Noblesville, IN

**EXPERIENCE**

B.S. Landscape Architecture, Purdue University

**REGISTRATIONS**

Professional Landscape Architect - IN

**EXPERIENCE**

5 years of experience



**Jeffrey Swenson, PE,**  
PTOE, IMSA III  
Lighting

As an experienced electrical engineer, Jeff lighting design project experience includes layout and illumination level analysis, voltage drop calculations, utility coordination for service point locations, design plan preparation, and bid document preparation for roadway lighting, trail lighting, parking lot lighting, roundabout lighting, continuous highway lighting, and interchange lighting.

**key experience**

- St. Joseph Center Road, Fort Wayne, IN
- Goshen Ave, Fort Wayne, IN
- Dearborn Streetscape, Dearborn, MI
- Church Street/Union Street, Mishawaka, IN
- Richmond Uptown Redevelopment Lighting Design, Richmond, IN
- Elwood Uptown Beautification Project, Elwood, IN

**EXPERIENCE**

B.S. Electrical Engineering  
Purdue University

**REGISTRATIONS**

Professional Engineer - IN; OH; MI; KY; TN

**EXPERIENCE**

40 years of experience



**Brian Stody, LS**  
Survey

Brian has more than 27 years experience in land surveying. He has obtained extensive work experience in topographical surveys, ALTA/ACSM Land Title Surveys, boundary surveys, construction staking and route surveys, as well as right-of-way engineering.

**key experience**

- Goshen Rd Phase 2 and 3, Fort Wayne, IN
- INDOT SR 930 & Maplecrest Road Intersection Improvements (Des. 1900107), Fort Wayne, IN
- McKinnie Commons and Powell Park, Fort Wayne, IN
- St. Joe Center Road, Fort Wayne, IN

**EXPERIENCE**

A.A.S. Construction Engineering Technology, Indiana-Purdue Fort Wayne

**REGISTRATIONS**

Registered Land Surveyor - IN

**EXPERIENCE**

28 years of experience



**Michael Duffy, Jr., PE,**  
PS  
Transportation/Civil Engineering

Mike's technical expertise includes design and analysis of stormwater, wastewater, water, site and roadway facilities; hydraulic and hydrologic computer modeling; permitting; review of site plans and subdivisions for cities, towns and conservancy districts; surveying; construction inspection; and construction administration.

**key experience**

- Purdue North Central, South Road Improvements.
- Hard Rock Casino Northwest IN
- Burlington Beach Road Reconstruction, Valparaiso, IN
- US 30 and Colorado Street Improvements, Hobart, IN
- Willowcreek Road Widening Project, Portage, IN
- Purdue North Central, South Road Improvements, Westville, IN

**EXPERIENCE**

B.S. Construction Management and Engineering Technology with Surveying Option, Purdue University

**REGISTRATIONS**

Registered Land Surveyor - IN  
Professional Engineer - IN

**EXPERIENCE**

28 years of experience

DLZ's continual growth and success is a testament to the quality of our work and the trust we have built with our clients.

Over 90% of our business involves repeat clients. We have garnered a reputation for repeat business with clients largely due to the excellence, care and professionalism we bring to each project, coupled with the diversity of services we offer through our full-service, in-house capabilities. Please note that additional references are available upon request.

**Downtown Improvements -  
Noblesville, Indiana (PRIME)**

The Honorable Chris Jensen

Mayor

317.776-6324

[cjensen@noblesville.in.us](mailto:cjensen@noblesville.in.us)

**Stellar Downtown Revitalization -  
North Liberty, Indiana (PRIME)**

Ms. Vicki Kitchen

Clerk-Treasurer

574.656.4447

[vkitchen@northliberty.in.gov](mailto:vkitchen@northliberty.in.gov)

**Main Street Streetscape  
Improvements, Elkhart, IN (PRIME)**

Mr. Tory Irwin, PE

City Engineer

574.293.2572

[Tory.irwin@coei.org](mailto:Tory.irwin@coei.org)

Due to the multi-discipline nature of our firm, we have the ability to work on a number of projects simultaneously.

We have staff capabilities and equipment to meet all time and performance schedules for each project. Because of our comprehensive in-house resources, our clients can be assured of a prompt response to their concerns. DLZ has an impressive reputation for performing quality work in a timely fashion and our Project Managers are skilled in directing activities of the Project Team and coordinating the requirements of our clients to meet established schedules.



## Hourly Rates

CFW Decatur Road Sidewalk Project Rate Schedule	
Employee Classification	Hourly Rate
Division Manager / Structural Engineer IV	\$220.00
Department Manager/Project Manager Landscape Architect	\$200.00
Senior Project Manager	\$170.00
Registered Land Surveyor	\$140.00
Project Manager	\$152.00
Engineer III/Architect III/Landscape Architect III/ Planner III/Scientist III/Geologist III	\$130.00
Engineer II/Architect II/Landscape Architect II/ Planner II/Designer III/Scientist II/Geologist II	\$118.00
Engineer I/Architect I/Landscape Architect I/ Planner I/ Designer II/Scientist I/Geologist I	\$105.00
Designer II	\$98.00
Designer I	\$90.00
Construction Observer Manager	\$115.00
Construction Observer	\$98.00
Technician/Surveying Mapping Assistant	\$75.00
Clerical	\$65.00

Crew Classification	Hourly Rate
Topographic Survey Crew	\$148.00

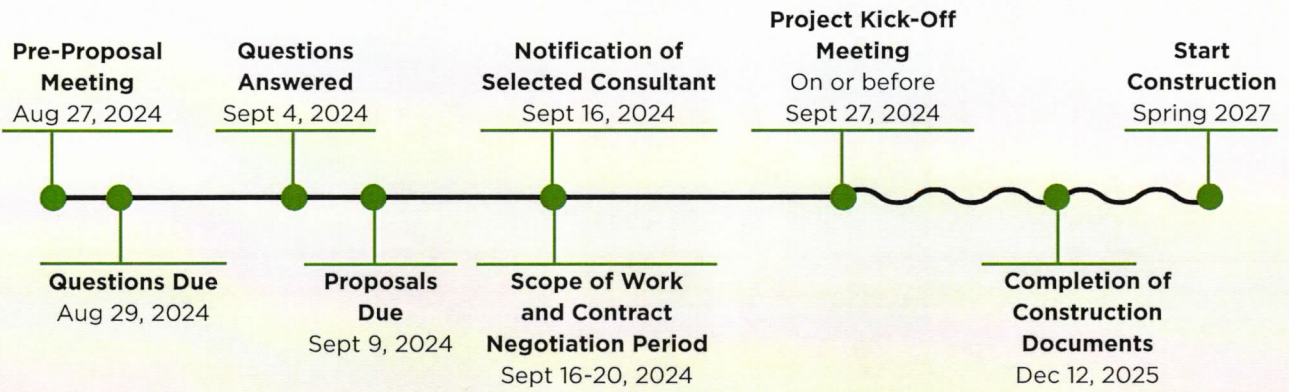
Rates are subject to revision on January 1, 2024.  
 Cost of living/inflation increases of 3 to 7% per annum can be anticipated.

Design services to develop 3 sets of construction documents and specifications inclusive of the following:		
Task	Average Estimated Hours	Fee
Civil Engineering, Landscape Architecture, Permitting, Utility Coordination, Lighting Design, Geotechnical Pavement Cores, Meetings	1,350 - 1,450	\$182,750
Existing Conditions Topographic Land Survey and Right of Way Determination LCRSP	300 - 350	\$44,000
Phase I Bid Phase	30 - 40	\$4,000
Phase I CA Services	60 - 70	\$8,750
<b>Total</b>	<b>1740 - 1910</b>	<b>\$239,500</b>

Assumptions
<ul style="list-style-type: none"> <li>Project length is approximately 3,100 feet with a maximum distance to be designed and surveyed of 75 feet along connecting roads.</li> <li>Above costs based on an opinion of construction cost estimate of \$2M.</li> <li>Bidding and CA services for Phase I anticipate a 2025 construction season.</li> <li>Subconsultant work will be confined to geotechnical/pavement coring services and are included in the above fee to a maximum of 7 cores.</li> <li>Easement or land acquisition services are estimated at 2.500 per parcel (excluded services are inclusive of but not limited to the following: APA, appraisal, buying)</li> </ul>

# SCHEDULE

## section eight



## **DIGEST SHEET**

**TITLE OF ORDINANCE.** An ordinance approving the awarding of RFP#9273353 for Design and Engineering Services for the Decatur Road Sidewalk Project to DLZ Indiana, LLC.

**DEPARTMENT REQUESTING RESOLUTION.** Community Development

**SYNOPSIS OF ORDINANCE.** Approves award of an RFP to DLZ Indiana, LLC ("DLZ") for design and engineering services for the Decatur Road Sidewalk Project, as well as funds for those services.

**EFFECT OF PASSAGE.** The Decatur Road Sidewalk Project is a crucial step in implementing the 2021 Southeast Strategy Update. During the plan's engagement process, the public and the plan's Advisory Committee identified the area as unsafe for pedestrians walking to stores, restaurants, and churches located along Decatur Road due to the lack of sidewalks. Other deficiencies were also discussed, including inadequate lighting and lack of landscaping.

Along with the rezoning that was recently approved by City Council, this project will help to improve the connectivity, safety, economic conditions, and aesthetic appeal of this important commercial corridor by addressing the aforementioned issues.

**EFFECT OF NON-PASSAGE.** Without approval, this project would likely not move forward.

**MONEY INVOLVED (DIRECT COSTS, EXPENDITURES, SAVINGS).** \$252,650, drawn from the Southeast Plan Implementation line item in the City's 2023 LIT budget.

**ASSIGNED TO COMMITTEE (PRESIDENT).** \_\_\_\_\_



# COMMUNITY DEVELOPMENT REDEVELOPMENT

Sharon Tucker, Mayor

City of Fort Wayne  
Community Development  
200 E Berry Street, Suite 320  
Fort Wayne, IN 46802  
260-427-2150 [fwcommunitydevelopment.org](http://fwcommunitydevelopment.org)

October 3, 2024

## 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:** Awarding an RFP for Design and Engineering Services to DLZ Indiana, LLC ("DLZ") for the Decatur Road Sidewalk Project

Community Development formally requests approval for the award of a Request for Proposal ("RFP") for design and construction services for the Decatur Road Sidewalk Project, spanning along Decatur Rd from US-27 to Hawthorne Street, and along Fairfax Avenue from Decatur Road to Hanna Street, as well as funding for those services. The total cost is \$252,650, to be funded from the Southeast Plan Implementation line item in the City's 2023 LIT budget.

DLZ, selected through a public RFP process, not only proposed the lowest cost for design and engineering services, but also received the highest cumulative score based on qualifications, experience, project understanding, and work schedule. The scoring matrix and a brief summary of DLZ'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

Community Development Administrator

O: 260.427.2144

[Joe.Giant@cityoffortwayne.org](mailto:Joe.Giant@cityoffortwayne.org)

**BILL NO. S-24-10-08**

**REPORT OF COMMITTEE ON FINANCE**

**October 15, 2024**

***Marty Bender Chair***

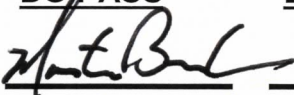
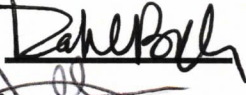


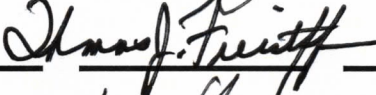



***Rohli Booker Co-Chair***

***All Council Members***

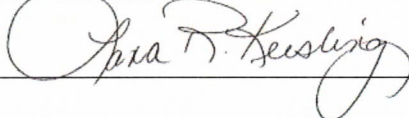
An Ordinance approving the award of RFP #9273353 for Design and Engineering Services for the Decatur Road Sidewalk Project to DLZ Indiana, LLC.

*Involving a total cost of \$252,650.00*

**COMMITTEE ON FINANCE HAVE HAD SAID Ordinance under consideration and beg leave to report back to the Common Council that said Ordinance**

<u>COUNCIL MEMBER</u>	<u>DO PASS</u>	<u>DO NOT PASS</u>	<u>ABSTAIN</u>
<u>BENDER</u>			
<u>BOOKER</u>			
<u>CHAMBERS</u>			
<u>ENSLEY</u>			
<u>FREISTROFFER</u>			
<u>HARTMAN</u>			
<u>JEHL</u>			
<u>MYERS</u>			
<u>PADDOCK</u>			

**LANA R. KEESLING  
CITY CLERK**



Public Hearing Date: N/A

Read the first time in full and on motion by Councilperson Bender.

Read the second time by title and referred to the Finance Committee.

Read the third time in full and on motion by Councilperson Bender, placed on passage by the following vote:

<u>TOTAL VOTES</u>	<u>AYES</u>	<u>NAYS</u>	<u>ABSTAINED</u>	<u>ABSENT</u>
BENDER	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
BOOKER	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
CHAMBERS	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
ENSLEY	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
FREISTROFFER	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
HARTMAN	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
JEHL	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
MYERS	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
PADDOCK	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

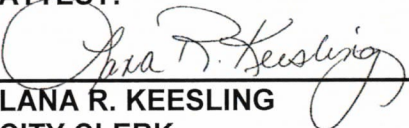
DATED: October 22, 2024

  
 \_\_\_\_\_  
 LANA R. KEESLING, CITY CLERK

Passed and adopted by the Common Council of the City of Fort Wayne, Indiana, as

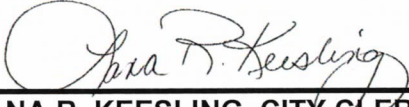
Special Ordinance No. S-24-10-08 on the 22nd day of October, 2024

ATTEST:

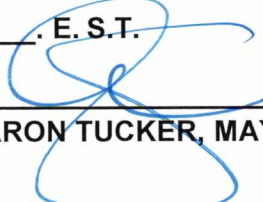
  
 \_\_\_\_\_  
 LANA R. KEESLING  
 CITY CLERK

  
 \_\_\_\_\_  
 PRESIDING OFFICER

Presented by me to the Mayor of the City of Fort Wayne, Indiana, on the 23rd of October 2024, at the hour of 11:20 o'clock A.M. E.S.T.

  
 \_\_\_\_\_  
 LANA R. KEESLING, CITY CLERK

Approved and signed by me this 23rd day of October 2024, at the hour of 4:12 o'clock P.M. E.S.T.

  
 \_\_\_\_\_  
 SHARON TUCKER, MAYOR

