

Request for Qualifications

State of Ohio Standard Forms and Documents

Administration of Project: Ohio Department of Natural Resources, Division of Engineering

Project Name	<u>ODNR--Owner Agent</u>	Response Deadline	<u>June 20, 2014</u>	<u>4:00 PM</u> local time
Project Location	<u>Various</u>	Project Number	<u>DNR-150001</u>	
City / County	<u>Various / Various</u>	Project Manager	<u>Samantha Cothorn</u>	
Owner	<u>Various</u>	Contracting Authority	<u>ODNR—Division of Engineering</u>	
No. of paper copies requested (stapled, not bound)	<u>2</u>	No. of electronic copies requested on CD (PDF)	<u>2</u>	

Submit the requested number of Statements of Qualifications (OFCC Form F110-330) directly to the Ohio Department of Natural Resources (ODNR), Division of Engineering (DOE), **Attention: Jason Kirby, 2045 Morse Rd., Building E-3, Columbus, Ohio 43229**. See Section H for additional submittal instructions.

Submit all questions regarding this RFQ in writing to Jason Kirby at jason.kirby@dnr.state.oh.us with the project number included in the subject line (no phone calls please). Questions will be answered and posted to the ODNR-DOE website at <http://ohiodnr.com/engineering/cip> on a regular basis until one week before the response deadline. The name of the party submitting a question will not be included on the Q&A document.

Project Overview

A. Project Description

The Ohio Department of Natural Resources (ODNR) intends to select firms to provide owner agent services to the Department as it undertakes a multi-year capital improvement initiative. Projects will encompass all aspects of construction including building renovations and new construction with associated furnishings and equipment; site-related work such as utility infrastructure upgrades, water and wastewater treatment plant rehabilitation, and parking/roadway repair and replacement; and large scale civil projects that will require expertise with dam renovation and construction. Projects will be located at various sites around the state including state parks, state nature preserves, and associated support/operating facilities for ODNR programs and regulatory agencies. Projects will utilize a variety of construction delivery methods, including general contracting (GC), construction manager at risk (CMR), and/or design-build (DB).

All firms submitting a statement of qualifications will be eligible for award of contract for the period beginning on or around September 1, 2014 and ending June 30, 2016 with possible two-year renewal eligibility.

The owner agent consultant cannot be an affiliate or sub-consultant of any GC, CMR or DB for the ODNR projects during the term of the owner agent agreement.

While, ODNR anticipates centralized services from the selected Owner Agent at the ODNR Fountain Square complex at 2045 Morse Rd. Columbus, OH 43229, travel within the state will likely be necessary to complete the services.

B. Scope of Services

Primary assignment will be to provide overall Capital Improvements Program management including involvement in strategic planning and in identifying construction best practices and processes. Additional work assignments may include: program budget management/cost accounting for approximately \$150 million in capital funding across multiple account lines for major projects and multiple small projects; financial, contract compliance, and other data collection and reporting; review criteria and/or design documents for compliance and constructability; review AE, CMR or DB pre-construction cost estimates for accuracy; prepare independent cost estimates of discrete portions of work to validate the AE, CMR or DB estimates; assist in reconciling cost estimates with the project budget and negotiation of a guaranteed maximum price; attend progress meetings for project as needed; review contractor's monthly pay applications during construction phase for owner's approval; assist in reviewing and resolving construction claims involving the owner or modifications to the negotiated guaranteed maximum price; supplement AE and commissioning agent's construction observation activities for QA/QC; assist in punch-list review for owner occupancy; any other related assigned duties.

Services will be provided in accordance with a standard form consultant agreement. The selected Owner Agent, as a portion of its required Scope of Services and prior to submitting its proposals, will discuss and clarify with the Owner and/or Contracting Authority, the cost breakdown of the Agreement detailed cost components to address the Owner's project requirements. Participate in the Encouraging Growth, Diversity & Equity (EDGE) Program as required by statute and the Agreement.

Request For Qualifications continued

For purposes of completing the Relevant Project Experience Matrix in Section F of the Statement of Qualifications (Form F110-330), below is a list of relevant scope of work requirements for this RFQ:

1. Capital Improvements Program Management
2. Owner Agent Services Experience
3. Construction Management Experience
4. Public Sector Experience
5. Project Cost Accounting and Financial Reporting
6. Data Collection/Management
7. Project Cost Estimating
8. CPM Scheduling
9. Construction Claims Risk Assessment

C. Funding / Estimated Budget

Total Project Cost	<u>Varies with each project</u>	State Funding	<u>\$138,081,214</u>
Construction Cost	<u>Varies with each project</u>	Other Funding	<u>\$0</u>
Estimated Fee	<u>~1% of hard construction costs</u>		

D. Services Required

Primary	<u>Capital Program Management</u>
	<u>Program Budget Management</u>
Secondary	<u>Data Collection/Financial Reporting</u>
	<u>Cost Estimating</u>
	<u>CPM Scheduling Review</u>
	<u>QA/QC of Design & Construction</u>
Others	<u>Construction Claims Review</u>

E. Anticipated Schedule

Services Start: 09/2014
Services Completed: 06/2016 (with possible two year renewals based on performance)

F. EDGE Participation Goal

Percent of *initial* TOTAL Fee: 5.0%

G. Evaluation Criteria for Selection

- Demonstrated ability to meet Owner's budget, and schedule on previous projects.
- Previous Experience compatible with the proposed project (e.g., type, size)
- Relevant past work of prospective firm's proposed consultants.
- Past performance of prospective firm and its proposed consultants.
- Qualifications and experience of individuals directly involved with the project.
- Proposer's previous experience (number of projects, sizes of projects) when working with its proposed consultants.
- Experience and capabilities of managing program budgets, including cost accounting, data collection, and financial reporting.
- Experience and capabilities in providing constructability and compliance reviews, and quality assurance/quality control services during the design and construction stages of a project.
- Experience and capabilities of creating or using Critical Path Method (CPM) schedules and of using CPM schedules as a project management tool.
- Experience and capabilities of developing cost estimates.
- Approach to and success of using partnering and Alternative Dispute Resolution.
- Proximity of prospective firms to the project site.
- Proposer's apparent resources and capacity to meet the needs of this project.
- The selected firm and all its consultants must have the capability to use the Internet within their normal business location(s) during normal business hours.

Interested firms are required to submit the Commitment to Participate in the EDGE Business Assistance Program form in its Statement of Qualifications (Form F110-330) submitted in response to the RFQ, to indicate its intent to contract with and use EDGE-certified Business Enterprise(s), as a part of the team. The Intent to Contract and to Perform and / or waiver request letter and Demonstration of Good Faith Effort form(s) with complete documentation must be attached to the Technical Proposal. Both forms can be accessed via the OFCC website at <http://ofcc.ohio.gov>. The Intent to Contract and to Perform form is again required at the Fee Proposal stage.

For all Statements of Qualifications, please identify the EDGE-certified Business Enterprises, by name, which will participate in the delivery of the proposed professional services solicited in the RFQ.

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H. Submittal Instructions

Firms are required to submit a current F110-330 Statement of Qualifications (blank forms are available as a free download from the Ohio Facilities Construction Commission (OFCC) website).

Paper copies of the Statement of Qualifications, if requested, should be stapled only. Do not use special bindings or coverings of any type. Cover letters and transmittals are not necessary.

Electronic submittals should be combined into one PDF file named with the project number listed on the RFQ and your firm's name. Use the "print" feature of Adobe Acrobat Professional or similar software for creating a PDF rather than using a scanner. If possible, please reduce the file size of the PDF. In Adobe Acrobat Professional, go to Advanced, then PDF Optimizer. Also, please label the CD and the CD cover with the project number and firm name.

Facsimile or e-mailed copies of the Statement of Qualifications will not be accepted.

Send submittals in an envelope, sealed, addressed, and mailed or delivered to the Ohio Department of Natural Resources, Division of Engineering, **Attention: Jason Kirby, 2045 Morse Rd., Building E-3, Columbus, Ohio 43239.** Label the CD-ROM with the project number listed on the RFQ and your firm's name.

I. Additional Information

Following this submission, ODNR will evaluate the proposals submitted and identify a list of firms for pre-qualification interviews. These interviews are designed to familiarize ODNR staff with the qualifications of firms by further exploring their proposals and the scope and nature of the consulting services they provide. ODNR will seek Controlling Board approval of all submitting firms for contracting eligibility through June 30, 2016.

Consultant Selection Rating

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Project Name ODNR--Owner Agent Proposer Firm _____
 Project Number DNR-150001 City, State, Zip _____

Selection Criteria		Value	Score
1. Team Location, EDGE status and Workload (Maximum 15 points)			
a. Location of firm and EDGE status	Out of State	0	
	Ohio Firm	5	
	EDGE Certified	5	
b. Amount of ODNR contracts in previous 24 months	Less than \$100,000	5	
	\$100,000 to \$200,000	3	
	More than \$200,000	0	
4. Primary Firm Qualifications (Maximum 60 points)			
a. Project Management Executive	Experience / ability of project executive to manage capital improvements program	0 - 10	
a. Project Management Lead	Experience / ability of project manager to manage scope / budget / schedule / quality	0 - 15	
b. Project Budgeting and Administration	Experience / ability to provide budget tracking and administrative support during design & construction phases	0 - 15	
c. Technical Staff	Experience / ability of technical staff to develop accurate cost estimates, constructability reviews, claims analysis	0 - 10	
d. Construction Administration	Experience / ability of field representative to identify / solve issues during construction	0 - 10	
5. Team Experience (Maximum 25 points)			
d. Knowledge of State of Ohio Capital Project Administration Process	Less than 2 projects (Low)	0 - 1	
	2 to 3 projects (Average)	2 - 3	
	More than 3 projects (High)	4 - 5	
a. Budget & Schedule Management	Performance in completing projects within original budget and schedule limitations	0 - 10	
a. Experience with alternative construction delivery methods	Less than 3 projects (Low)	0 - 1	
	3 to 6 projects (Average)	2 - 3	
	More than 6 projects (High)	4 - 5	
b. Past performance - Evaluations / Letters of Reference	Level of performance as indicated by past evaluations / letters of reference	0 - 5	
		Subtotal	

Notes:

Evaluator:

Name _____

Signature _____

Date _____