

Request for Qualifications (Architect / Engineer)

State of Ohio Standard Forms and Documents

Administration of Project: Local Agency

Project Name	<u>Water & Wastewater Technical Assistance</u>	Response Deadline	<u>October 24, 2014 4:00 PM</u> local time
Project Location	<u>Various</u>	Project Number	<u>DNR-150008</u>
City / County	<u>Various / Various</u>	Project Manager	<u>Tara Lee</u>
Owner	<u>Department of Natural Resources</u>	Contracting Authority	<u>Local Agency</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 (Form F110-330) directly to the Ohio Department of Natural Resources, Division of Engineering, **Attention: Jason Kirby, 2045 Morse Road, Bldg. E-3, Columbus, Ohio 43229**. See Section H of this RFQ 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 Request for Professional Services page on the ODNR Division of Engineering website at <http://engineering.ohiodnr.gov/capital-improvements> on a regular basis until one week before the response deadline. The names of the party submitting a question will not be included on the Q&A document.

Project Overview

A. Project Description

Professional engineering services are requested to provide technical support, on an as needed basis, for various small improvement projects to be completed at ODNR water and wastewater treatment facilities statewide. The scope of the project includes investigation and design of water treatment plants and distribution systems and wastewater treatment plants and collection systems. Anticipated work tasks for each project could include:

- On-site evaluation and meetings with facility staff to assess scope of work for individual projects.
- Preparation of investigation reports with alternative analysis, recommendations and cost estimates.
- Preparation of construction documents for selected rehabilitation or improvement projects.
- Application for and securing applicable permits.
- Provide procurement services.
- Provide construction administration services.

B. Scope of Services

While specific projects and scopes of work have not been identified at this time, the selected consultant will be retained through a specific time period (approximately two years); projects and deliverables will be determined on an as needed basis from deficiencies noted by treatment plant operations staff. Fees for each assigned task will be based on an hourly fee schedule to be negotiated as part of the contract.

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. Experience with assessing condition of water and wastewater treatment facilities.
2. Experience with incorporating operational knowledge into treatment plant design.
3. Experience with designing water and wastewater treatment facilities under 100,000 gpd.
4. Experience with emergency investigation and implementation.
5. Regulatory permit application experience.

H. Submittal Instructions

Firms are required to submit the current version of Statement of Qualifications (Form F110-330) available via the OFCC website at <http://ofcc.ohio.gov>.

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.

Firms are requested to identify professional registrations, memberships and credentials including but not limited to: AWWA, NSF, NACE, SSPC, WEF and any other appropriate design and construction industry credentials. Identify that information on the resume page for individual in Block 22, Section E of the F110-330 form.

AWWA: American Water Works Association
NSF: National Sanitation Foundation
NACE: National Association of Corrosion Engineers
SSPC: The Society for Protective Coatings
WEF: Water Environment Association

Architect/Engineer Selection Rating Form

State of Ohio Standard Forms and Documents

Project Name Water & Wastewater Technical Assistance Proposer Firm _____
 Project Number DNR-150008 City, State, Zip _____

Selection Criteria		Value	Score
1. Primary A/E Firm Location, Size, and Workload (Maximum 10 points)			
a. Proximity of primary firm to project site	Ohio Firm	5	
	Out of State Firm	0	
b. Number of relevant licensed professionals within primary firm	Less than 10 licensed professionals	3	Max = 3
	10 to 20 licensed professionals	2	
	More than 20 licensed professionals	1	
c. Amount of fees awarded by Contracting Authority in previous 24 months	Less than \$100,000 in previous 24 months	2	
	\$100,000 to \$200,000 in previous 24 months	1	
	More than \$200,000 in previous 24 months	0	
2. Primary A/E Qualifications (Maximum 30 points)			
a. Project Manager	Experience / ability of project manager to manage scope / budget / schedule / quality	0 - 10	
b. Project Engineer	Experience of project engineer to achieve design & regulatory requirements	0 - 10	
c. Technical Staff	Experience / ability of technical staff to create fully coordinated construction documents	0 - 5	
d. Construction Administration Staff	Experience / ability of field representative to identify and solve issues during construction	0 - 5	
3. Key Consultant Qualifications (Maximum 20 points)			
a. Key Consultants (e.g., civil, mechanical, or electrical engineering, specialty consultants)	Experience / ability of key consultants to perform effectively and collaboratively	0 - 15	
b. Proposed EDGE-certified Consultant Participation*	One additional point for every 2 percent increase in professional services over the advertised EDGE participation goal	0 - 5	
4. Overall Team Qualifications (Maximum 10 points)			
a. Previous Collaboration of the Project Team	Less than 3 sample projects	1	
	3 to 5 sample projects	3	
	More than 5 sample projects	5	
b. Team Organization	Clarity of responsibility / communication demonstrated by table of organization	0-5	
5. Overall Team Experience (Maximum 30 points)			
a. Past Performance of the Project Team	Past performance as indicated by A/E evaluations and letters of reference	0 - 10	
b. Experience with similar projects and delivery method	Less than 5 projects	0 - 3	
	5 to 10 projects	4 - 6	
	More than 10 projects	7 - 10	
c. Budget and Schedule Management	Performance in completing projects within original construction budget and schedule	0 - 5	
d. Knowledge of Ohio Capital Improvements Process	Less than 5 projects	0 - 1	
	5 to 10 projects	2 - 3	
	More than 10 projects	4 - 5	
* Must be comprised of professional design services consulting firm(s) and NOT the primary firm		Subtotal	

Notes:

Evaluator:

Name _____

Signature _____ Date _____