

Request for Qualifications (Architect / Engineer)

State of Ohio Standard Forms and Documents

Administration of Project: Ohio Department of Natural Resources (ODNR)

Project Name	<u>Roadway Infrastructure Assessment</u>	Response Deadline	<u>03/25/2016</u>	<u>4:00 PM</u> local time
Project Location	<u>ODNR Facilities Statewide</u>	Project Number	<u>DNR-150013</u>	
City / County	<u>Columbus / Franklin</u>	Project Manager	<u>Gus Smithhisler, P.E.</u>	
Owner	<u>Ohio Department of Natural Resources</u>	Contracting Authority	<u>ODNR</u>	
Delivery Method	<u>N/A</u>	Prevailing Wages	<u>State</u>	
No. of paper copies requested (stapled, not bound)	<u>0</u>	No. of electronic copies requested (PDF)	<u>2</u>	

Submit the requested number of Statements of Qualifications (Form F110-330) directly to Jason Kirby at Jason.Kirby@dnr.state.oh.us. See Section H of this RFQ for additional submittal instructions.

Submit all questions regarding this RFQ in writing to Gus Smithhisler at Gus.Smithhisler@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 Opportunities page on the OFCC website at <http://ofcc.ohio.gov> 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 intent of this project is to assess ODNR roads and parking lots utilizing the MicroPaver rating system throughout the state. The selected firm will utilize the resulting data to update ODNR's existing MicroPaver roadway maintenance program inventory. The assessment information will provide standardized rating information on specific pavement components as well as visually representations of pavement conditions.

B. Scope of Services

This project is intended to quantify the road and parking lot conditions within ODNR properties. The selected firm will produce a plan to address continuing maintenance and potential Capital improvements throughout ODNR's roadway and parking lot system. Items to take into consideration will include pavement age, pavement condition, geographic location as well as other program requirements.

The selected A/E, as a portion of its required Scope of Services and prior to submitting its proposals, will discuss and clarify with the Owner and/or the Contracting Authority, the cost breakdown of the Architect/Engineer 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.

Selected firm shall verify existing inventory information at ODNR. Roads were previously assessed in 2004 and Park roads were updated in 2015. Parking lots were assessed but not measured in 2004. The 2004 asset inventory included 2631 sections on 894.3 centerline miles of roadway and 2,153 sections of parking lots. The roadway sections were further divided by surface type for assessment, in which AC-Asphalt Concrete (418.7 mi), ST-Surface Treated (71.8 mi) and PCC-Portland Cement Concrete (0.6 mi) roads were given a PCI. The firm will ensure that pavements at all ODNR facilities are included in the MicroPaver system and AC, ST & PCC surfaces have current assessment data (within the past 3 years). Information should be sufficient for ODNR to accurately estimate future projects. All roads and parking lots shall be viewable through a GIS system including aerial photography. GIS system shall readily identify all roads and parking lots as well as give a visual representation of their condition (color coded).

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. Pavement Condition Assessment
2. Pavement Maintenance Program Development
3. Pavement Maintenance Construction Projects
4. Roadway work in recreational areas
5. GIS product use/development
6. Experience with the MicroPaver roadway rating system

Request for Qualifications (Architect / Engineer)

State of Ohio Standard Forms and Documents

C. Funding / Estimated Budget

Total Project Cost	<u>\$150,000</u>	State Funding	<u>\$150,000</u>
Construction Cost	<u>\$0</u>	Other Funding	<u>\$0</u>
Estimated A/E Fee	<u>100%</u>		

NOTE: The A/E fee percentage for this project includes all professional design services, and consultant services necessary for proper completion of the Basic Services for the successful completion of the project, including but not limited to: review and verification of the Program of Requirements provided by the Owner, validation of existing site conditions (but not subsurface or hidden conditions), preparation of cost estimates and design schedules for the project. Fees may be negotiated and allocated for Additional Services (e.g., extensive evaluation or validation of site conditions, extensive pre-design investigations, code-required special inspection and testing, Quality Assurance testing during the construction period, and testing due to unforeseen conditions).

D. Services Required (see note below)

Primary	<u>Civil Engineering</u>
Secondary	<u>GIS</u>
	<u></u>
	<u></u>
	<u></u>
Others	<u></u>

E. Anticipated Schedule

Professional Services Start	<u>06 / 16</u>
Construction Notice to Proceed	<u>N/A</u>
Substantial Completion of all Work	<u>04 / 17</u>
Professional Services Completed	<u>06 / 17</u>

F. EDGE Participation Goal

Percent of <i>initial</i> TOTAL A/E Fee	<u>5.0%</u>
---	-------------

NOTE: The primary A/E shall be (1) a registered architect holding a license and certificate of authorization issued by the Ohio Architects Board pursuant to ORC Chapter 4703, (2) a landscape architect holding a license and certificate of authorization issued by the Ohio Landscape Architects Board pursuant to ORC Chapter 4703, or (3) a professional engineer or professional surveyor holding a license and certificate of authorization issued by the Ohio Engineers and Surveyors Board pursuant to ORC Chapter 4733.

G. Evaluation Criteria for Selection

- Demonstrated ability to meet Owner's programmed project vision, scope, 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 (numbers of projects, sizes of projects) when working with its proposed consultants.
- Specification writing credentials and experience.
- Experience and capabilities of creating or using Critical Path Method (CPM) schedules and of using CPM schedules as a project management resource.
- 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 A/E and all its consultants must have the capability to use the Internet within their normal business location(s) during normal business hours.

Interested A/E 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 A/E's 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 A/E's 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.

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>.

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 or similar software for creating a PDF rather than using a scanner. If possible, please reduce the file size of the PDF. In Acrobat, go to Advanced, then PDF Optimizer. Also, please label the CD or DVD and the sleeve with the project number and firm name if applicable.

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.

Facsimile copies of the Statement of Qualifications will not be accepted.

Firms are requested to identify professional registrations, memberships and credentials including: LEED GA, LEED AP, LEED AP+, CCCA, CCM, CCS, CDT, CPE, DBIA, 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.

Architect / Engineer Selection Rating Form

State of Ohio Standard Forms and Documents

Project Name ODNR Roadway Infrastructure Assessment Proposer Firm _____
 Project Number DNR-150013 City, State, Zip _____

Selection Criteria		Value	Score
1. Primary Firm Location, Workload and Size (Maximum 10 points)			
a. Proximity of firm to project site (Columbus)	In-State	5	
	Out of State	0	
b. Amount of fees awarded by Contracting Authority in previous 24 months	Less than \$50,000	2	
	\$50,000 to \$300,000	1	
	More than \$300,000	0	
c. Number of licensed professionals	Less than 2 professionals	2	Max = 3
	2 to 6 professionals	3	
	More than 6 professionals	2	
2. Primary Firm Qualifications (Maximum 30 points)			
a. Project management lead	Experience / ability of project manager to manage scope / budget / schedule / quality	0 - 10	Max = 20
b. Project design lead (Inspectors)	Experience / creativity of project designer to achieve owner's vision and requirements	0 - 10	
c. Technical staff	Experience / ability of technical staff to create fully coordinated construction documents	0 - 10	
3. Key Consultant Qualifications (Maximum 20 points)			
a. Key discipline leads	Experience / ability of key consultants to perform effectively and collaboratively	0 - 15	
b. Proposed EDGE-certified Consultant participation*	One point for every 2 percent increase in professional services over the EDGE participation goal	0 - 5	
4. Overall Team Qualifications (Maximum 10 points)			
a. Previous team collaboration	Less than 2 sample projects	1	Max = 3
	2 to 6 sample projects	2	
	More than 6 sample projects	3	
b. GIS project experience	Training and knowledge	2	Max = 5
	Direct project experience	5	
c. Team organization	Clarity of responsibility / communication demonstrated by table of organization	0 - 2	
5. Overall Team Experience (Maximum 30 points)			
a. Previous team performance	Past performance as indicated by evaluations and letters of reference	0 - 10	
b. Experience with similar projects / delivery methods	Less than 2 projects	0 - 3	
	2 to 6 projects	4 - 6	
	More than 6 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 2 projects	0 - 1	
	2 to 6 projects	2 - 3	
	More than 6 projects	4 - 5	
* Must be comprised of professional design services consulting firm(s) and NOT the lead firm		Subtotal	

Notes:

Evaluator:

Name _____

Signature _____ Date _____