

# Request for Qualifications (Architect / Engineer)

## State of Ohio Standard Forms and Documents

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**Administration of Project:** Local Agency

Project Name	<u>Deer Creek Lodge Infrastructure and Exterior Renovations</u>	Response Deadline	<u>05/28/15</u>	<u>2 pm</u>	local time
Project Location	<u>Deer Creek State Park Lodge</u>	Project Number	<u>DNR-150067</u>		
City / County	<u>Mount Sterling / Pickaway</u>	Project Manager	<u>Troy Psurny</u>		
Owner	<u>ODNR Division of Parks</u>	Contracting Authority	<u>Local Agency</u>		
Delivery Method	<u>General Contracting</u>	Prevailing Wages	<u>State</u>		
No. of paper copies requested (stapled, not bound)	<u>2</u>	No. of electronic copies requested on CD (PDF)	<u>1</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 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 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.

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### Project Overview

#### A. Project Description

The Ohio Department of Natural Resources (ODNR) through the Division of Parks and Recreation (P&R) is responsible for the management of the Deer Creek State Park Lodge in Pickaway County. The lodge provides recreational activities, primarily dining, lodging, conference areas, and indoor pool with access to outdoor facilities such as a swimming pool, to the park users and the public in general. This facility has served in this manner for several decades and is now in need of renovations.

**Phase 1** consists of addressing issues such as: building envelop renovations such as: upgrading existing gutters, downspouts, soffit, & fascia components and wood siding; upgrading or replacing outdoor pool retaining walls; HVAC system component replacement; lighting controls in common areas; and upgrading generator infrastructure. In addition, the indoor pool requires evaluation.

In addition to the Phase 1 items above, the intent of this project is to develop a Facility Master Plan for the entire lodge in conjunction with ODNR's strategic facility plans. The facility planning process would include assessments of existing conditions, public restrooms, including foundation systems, building envelope, (i.e. roofing, roof drainage, thermal insulation, windows, doors, etc.), HVAC, plumbing and electrical systems. In the intervening years since the lodge first opened, user needs and expectations have evolved as well as system efficiencies due to new technology. Work through appropriate agencies with permitting and approvals. In addition, existing building systems have reached, and exceeded in some cases, their expected useful, maintainable life which creates issues with public safety. Other items identified as necessary for the function of the park facilities may also be included.

The assessments would include associated cost projections and a coordinated sequence and phasing of needed and desired changes. They then would be used to develop construction documents for the construction needs of the facility, contemplating phased construction as capital funding allows.

Construction would be undertaken to ensure public safety and long-term performance as well as functional and aesthetic improvements as identified in the strategic facility plan. Construction would be phased to ensure the best use of public funds and the least disruption taking into consideration the operation of the overall facility.

Through this selection process, ODNR contemplates engaging an Architect/Engineer (A/E) to provide master planning and construction documents for all improvements at the facility, the initial Phase 1 would include approximately \$1.2 million in improvements, to repair/replace needs listed in master plan. All firms submitting a statement of qualifications will be eligible for award of contract for the master planning and Phase 1 work. However, the selected A/E's agreement may be extended and amended to add scope of work as capital appropriations are available in future Capital Bill legislation.

# Request for Qualifications (Architect / Engineer) continued

## B. Scope of Services

The selected Architect/Engineer (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.

As required by the Agreement, and as properly authorized, provide the following categories of services: Program Verification, Schematic Design, Design Development, Construction Document Preparation, Bid and Award Support, Conformed Documents, Construction Administration, Post-Construction, and Additional Services of all types.

Refer to the *OFC Manual* for additional information about the type and extent of services required for each. A copy of the standard Agreement can be obtained at the OFCC website at <http://ofcc.ohio.gov>.

During the construction period, provide not less than 8 hours (excluding travel time) on-site construction administration services each week, including (1) attendance at progress meetings, (2) a detailed written and illustrated field report of each site visit, (3) on-site representation comprised of the A/E and its consultant staff involved in the primary design of the project, all having relevant and appropriate types of construction administration experience.

A keen understanding of requirements for contractor work schedules in cooperating with Park personnel, operations and users will be a key factor in performing administration services for this project.

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 master planning.
2. Building systems engineering including associated disciplines (HVAC, plumbing, electrical, communications, etc.).
3. Experience with public construction.
4. Experience with scheduling.
5. Experience with project estimating.
6. Experience with construction administration.
7. Demonstrated experience in General Contracting (single prime) construction delivery method.

## C. Funding / Estimated Budget

Total Project Cost	<u>\$1,200,000.00</u>	State Funding	<u>\$1,200,000.00</u>
Construction Cost	<u>\$1,000,000.00</u>	Other Funding	<u>\$0</u>
Estimated A/E Fee	<u>10% to 12%</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., creation of a Program of Requirements, 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>Architectural</u>
Secondary	<u>Structural Engineering</u>
	<u>Mechanical Engineering</u>
	<u>Master Planning</u>
	<u>Civil Engineering</u>
	<u>Construction Testing and Environmental Services</u>
Others	<u>Services</u>

## E. Anticipated Schedule

Professional Services Start (mm/yy)	<u>08 / 2015</u>
Construction Stage Start (mm/yy)	<u>04 / 2016</u>
Construction Stage Completed (mm/yy)	<u>12 / 2016</u>
Professional Services Completed (mm/yy)	<u>03 / 2017</u>

## F. EDGE Participation Goal

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

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: LEED GA, LEED AP, LEED AP+, CCCA, CCM, CCS, CDT, DBIA, CPE, 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 Deer Creek Lodge Infrastructure and Exterior Renovations Proposer Firm \_\_\_\_\_  
 Project Number DNR-150067 City, State, Zip \_\_\_\_\_

Selection Criteria		Value	Score
<b>1. Primary Firm Location, Workload and Size (Maximum 10 points)</b>			
a. Proximity of firm to project site	Less than 50 miles	5	
	50 miles to 100 miles	2	
	More than 100 miles	0	
b. Amount of fees awarded by Contracting Authority in previous 24 months	Less than \$50,000	2	
	\$50,000 to \$500,000	1	
	More than \$500,000	0	
c. Number of licensed professionals	Less than 5 professionals	2	Max = 3
	5 to 20 professionals	3	
	More than 20 than professionals	1	
<b>2. Primary Firm Qualifications (Maximum 30 points)</b>			
a. Project management lead	Experience / ability of project manager to manage scope / budget / schedule / quality	0 - 10	Max = 20
b. Project design lead	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 - 5	
d. Construction administration staff	Experience / ability of field representative to identify and solve issues during construction	0 - 5	
<b>3. Key Consultant Qualifications (Maximum 20 points)</b>			
a. Key discipline leads	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	
<b>4. Overall Team Qualifications (Maximum 10 points)</b>			
a. Previous team collaboration	Less than 3 sample projects	1	Max = 3
	3 to 6 sample projects	2	
	More than 6 sample projects	3	
b. LEED** Registered / Certified project experience	Registered projects	1	Max = 2
	Certified projects	2	
c. BIM project experience	Training and knowledge	1	Max = 3
	Direct project experience	3	
d. Team organization	Clarity of responsibility / communication demonstrated by table of organization	0 - 2	
<b>5. Overall Team Experience (Maximum 30 points)</b>			
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 3 projects	0 - 3	
	3 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 4 projects	0 - 1	
	4 to 7 projects	2 - 3	
	More than 7 projects	4 - 5	
* Must be comprised of professional design services consulting firm(s) and NOT the primary firm ** Leadership in Energy & Environmental Design administered by the Green Building Certification Institute		<b>Subtotal</b>	

Notes:

Evaluator:

Name \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_