

Request for Qualifications (Architect / Engineer)

State of Ohio Standard Forms and Documents

Administration of Project: Local Agency

Project Name	<u>Water & Wastewater Assessments</u>	Response Deadline	<u>August 10, 2015 4:00 pm</u> local time
Project Location	<u>Various</u>	Project Number	<u>DNR-150078</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>
Delivery Method	<u>N/A</u>	Prevailing Wages	<u>None</u>
No. of paper copies requested (stapled, not bound)	<u>2</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 2045 Morse Rd., 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 Opportunities page on the OFCC website at <http://ofcc.ohio.gov> and 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 name 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 to conduct assessments of ODNR water and wastewater treatment facilities statewide. The scope of the project includes investigation 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 condition and operational functionality of systems.
- Investigate options for shared services with existing public entities.
- Preparation of investigation reports with alternative analysis, recommendations and cost estimates.

B. Scope of Services

The selected firm shall perform on-site investigations to collect data necessary to determine the overall condition and specific operational deficiencies of each water/wastewater treatment system. The information shall be used to prepare an investigative report, including but not limited to, condition assessment, operational needs, cost estimates and recommendations.

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.

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 *Ohio Facilities Construction 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>.

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.

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C. Funding / Estimated Budget

Total Project Cost	<u>Varies with each project</u>	State Funding	<u>100% of project cost</u>
Construction Cost	<u>TBD</u>	Other Funding	<u>\$0</u>
Estimated A/E Fee	<u>Not to exceed \$200,000 total contract</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>Civil Engineering</u>
Secondary	<u>Structural Engineering</u>
	<u>Electrical Engineering</u>
	<u> </u>
	<u> </u>
	<u> </u>
Others	<u> </u>

E. Anticipated Schedule

Professional Services Start	<u>09 / 15</u>
Construction Notice to Proceed	<u>NA</u>
Substantial Completion of all Work	<u>NA</u>
Professional Services Completed	<u>06 / 16</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

- 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 sub-consultants for ODNR and others.
- 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 sub-consultants.
- Dollar value of ODNR contracts within the previous two years.
- Proposer's apparent resources and capacity to meet the needs of this project.

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 Water & Wastewater Assessments Proposer Firm _____
 Project Number DNR-150078 City, State, Zip _____

Selection Criteria		Value	Score
1. Primary Firm Location, Workload and Size (Maximum 10 points)			
a. Proximity of firm to project site	Ohio Firm	5	
	Out of State Firm	0	
b. Amount of fees awarded by Contracting Authority in previous 24 months	Less than \$100,000	2	
	\$100,000 to \$200,000	1	
	More than \$200,000	0	
c. Number of licensed professionals	Less than 10 professionals	3	Max = 3
	10 to 20 professionals	2	
	More than 20 professionals	1	
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	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	
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 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	
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 5 projects	0 - 3	
	5 to 9 projects	4 - 6	
	More than 9 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 9 projects	2 - 3	
	More than 9 projects	4 - 5	
* Must be comprised of professional design services consulting firm(s) and NOT the lead firm ** Leadership in Energy & Environmental Design administered by the Green Building Certification Institute		Subtotal	

Notes:

Evaluator:

Name _____

Signature _____ Date _____