Request for Qualifications (Architect / Engineer)
State of Ohio Standard Forms and Documents

Administration of Project: Local Agency

Project Name	Muskingum River Locks and Dams Assessments and Improvements	Response Deadline	04/01/2016	4:00 PM	local time
Project Location	Muskingum River Parkway	Project Number	DNR-160070		
City / County	McConnelsville / Morgan County	Project Manager	Justin Gardner		
Owner	Ohio Department of Natural Resources	Contracting Authority	Local Agency		
Delivery Method	General Contracting	Prevailing Wages	State		
No. of paper copies requested (stapled, not bound)	4	No. of electronic copies requested (PDF)	2		

Submit the requested number of Statements of Qualifications (Form F110-330) directly to Jason Kirby at 2045 Morse Road, Building 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 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 being requested to assess and rehabilitate a series of dams with navigation locks along the Muskingum River Parkway owned by the Ohio Department of Natural Resources and located in Muskingum, Morgan, and Washington Counties. Services being requested include initial site assessments, preliminary and final design services, construction administration for rehabilitation projects, and development of Emergency Action Plans (EAPs) & Operation, Maintenance and Inspection (OM&I) manuals for each of the lock and dam structures.

The system consists of Lock and Dams No. 2 through No. 11, which are regulated by the ODNR Dam Safety Program as Class II structures. These structures are part of a river navigation system that was constructed in the 1840s. Many of these structures have unique historical characteristics which have been maintained since their original construction. Previous preliminary design and investigation services have been conducted for these structures, but additional investigation, assessment and design work is necessary to develop a comprehensive master plan and plan for improvements.

The intent of this project is to develop a Facility Master Plan for the entire system in conjunction with ODNR's strategic facility plans. This will be a phased project with an expedited design and construction schedule in order implement Interim Risk Reduction Measures (IRRMs) where necessary to address issues of immediate concern. Prioritizing the design and construction of IRRMs will allow for incremental improvements at each facility before funding is available for more comprehensive risk reduction measures.

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 of the operation of the overall facility. Familiarity with the latest innovative dam safety design alternatives and construction technologies will be necessary in order to expedite construction and minimize adverse recreational and economic impacts during rehabilitation of the lock and dams.

Through this selection process, ODNR contemplates engaging an Architect/Engineer (A/E) to provide master planning/assessment and construction documents for all improvements on the system. The initial Phase I would include master planning and assessment of the river navigation system and approximately $1 million in improvements including implementing immediate IRRMs. Phase II would include additional site investigation and completion of the selected comprehensive risk reduction measures at particular structures or the rest of the system. All firms submitting a statement of qualifications will be eligible for award of contract for master planning/assessment and Phase I and Phase II work. However, the selected A/E's agreement would initially address master planning/assessment and may be extended and amended to add Phase I and Phase II work as capital appropriations are available in future Capital Bill legislation.

B. Scope of Services

The scope of services may include, but is not limited to; topographical surveys of the dam site, including upstream and downstream areas; performance of geotechnical investigations of the dam and appurtenances to evaluate stability,

seepage, and structural condition; underwater inspection; performance of hydrologic, hydraulic and flood routing analyses for adequacy of and to provide alternatives for meeting required discharge/storage capacities; recommendations of alternatives for rehabilitation of dams with associated cost estimates; applying for and obtaining all applicable permits and approvals; completion of preliminary and final design documents for construction; performance of construction administration services; and preparation of EAPs and OM&I manuals. All work shall be performed in compliance with Ohio Dam Safety Rules and Regulations. Participate in the Encouraging Growth, Diversity & Equity (EDGE) Program as required by statute and the Agreement.

During the construction period, provide not less than 40 hours (excluding travel time) on-site construction administration services each week, including (1) attendance at progress meetings, (2) a written 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.

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 performing preliminary site investigation & assessments, including recommendations for rehabilitation alternatives and associated cost estimates on dam-related projects.
2. Experience in hydrologic and hydraulic analyses.
3. Experience in performing geotechnical analyses.
4. Experience in performing structural analyses and inspections on lock and dam structures.
5. Experience with Ohio Dam Safety Laws and Rules and working with regulatory agencies with authority over dam and water resources related projects.
6. Experience in applying for and obtaining regulatory permits for dam-related projects.
7. Experience with investigation, design, preservation, and rehabilitation of historic lock and dam river navigation systems
8. Demonstrated experience in meeting aggressive schedules.
9. Experience working for state and/or other governmental agencies.
10. Experience dealing with the public and holding public meetings.

C. Funding / Estimated Budget

Total Project Cost	$2.5 million (Master planning) $1.0 million (Phase I) TBD (Phase II)	State Funding	100% of project cost
Construction Cost	$750,000 (Phase I) TBD (Phase II)	Other Funding	0%
Estimated A/E Fee	10.0% to 12.0%		

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	Civil Engineering
Secondary	Geotechnical Engineering
	Structural Engineering
	Hydrologic & Hydraulic Services
	Mechanical Engineering
	Architectural Services
	Underwater Inspections
Others	Laborartory Services

E. Anticipated Schedule

Professional Services Start	08 / 16
Construction Notice to Proceed	08 / 17
Substantial Completion of all Work	08 / 18
Professional Services Completed	08 / 18

F. EDGE Participation Goal

Percent of *initial* TOTAL A/E Fee	5.0%

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.
- Approach to and success of using partnering and Alternative Dispute Resolution.
- Proximity of prospective firms to the project site.
- Dollar value of ODNR contracts in 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 or email 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: Muskingum River Locks and Dams Assessments and Improvements

Project Number: DNR-160070

Proposer Firm: _____

City, State, Zip: _____

Selection Criteria		Value		Score
1. Primary Firm Location, Workload and Size (Maximum 10 points)				
a. Proximity of firm to project site	Less than 100 miles	5		
	100 miles to 200 miles	2		
	More than 200 miles	0		
b. Amount of fees awarded by Contracting Authority in previous 24 months	Less than $1,000,000	2		
	$1,000,000 to $2,000,000	1		
	More than $2,000,000	0		
c. Number of licensed professionals	Less than 10 professionals	0	Max = 3	
	10 to 20 professionals	1		
	More than 20 professionals	3		
2. Primary Firm Qualifications (Maximum 30 points)				
a. Project management lead	Experience / ability of project manager to manage scope / budget / schedule / quality	0 - 10		
b. Project design lead	Experience / creativity of project designer to achieve owner's vision and requirements	0 - 5	Max = 20	
c. Technical staff	Experience / ability of technical staff to create fully coordinated construction documents	0 - 10		
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 8 projects	4 - 6		
	More than 8 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 8 projects	2 - 3		
	More than 8 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 _____