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

Administration of Project: Local Agency

Project Name	Statewide Technical Services FY 17-18/ Watercraft Projects	Response Deadline	05/04/2016	4:00 PM local time
Project Location	Various	Project Number	DNR-160076	
City / County	Various / Various	Project Manager	Samantha Cothern	
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)	2	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 Rd. Building E-3, Columbus, OH 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 architectural/engineering services are required to provide technical support, on an as needed basis, for various small renovation and improvement projects to be completed at Ohio Department of Natural Resources (ODNR) Watercraft-related facilities statewide. While a specific scope of work has not yet been identified for this contract, it is anticipated that individual projects could involve: rehabilitation of boat ramps for both motorized and non-motorized watercraft; floating and/or pile system boat dock upgrades and replacements; retaining wall reconstruction; electrical, mechanical, HVAC, environmental, structural, and geotechnical assessments; design of minor building construction and/or renovation; and construction administration services of the same. 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.
- Preparations of construction documents for selected rehabilitation or improvement projects.
- Application for and securing applicable permits.
- 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(s) 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 facility managers during maintenance or from prior inspections. Fees for each assigned task will be based on an hourly fee schedule to be negotiated as part of the contract.

For projects advertised with an appropriately developed Program of Requirements (POR), upon award of the Agreement, commence with Design. For projects without such a POR, upon award of the Agreement, commence by developing the Program of Requirements.

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 *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.

During the construction period, provide on-site construction administration services as negotiated for each project, 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 design of recreational boating facilities, i.e. marinas, docks, boat ramps.
2. Experience with regulatory permitting related to construction in a marine environment.
3. Experience with minor building renovation and new installations.
4. Experience with electrical system renovations and new installations.
5. Experience with mechanical system renovations and new installations.
6. Experience performing structural assessments.
7. Experience performing geotechnical assessments.
8. Experience performing construction administration services.
9. Experience in managing construction testing services.
10. Experience working with the Ohio Department of Natural Resources.

C. Funding / Estimated Budget

Total Project Cost	Varies	State Funding	$250,000
Construction Cost	Varies	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	Architectural
	Structural Engineering
	Electrical Engineering
	Geotechnical Engineering
	Landscape Architecture
Others	Construction Testing Services

E. Anticipated Schedule

Professional Services Start	08 / 16
Construction Notice to Proceed	09 / 16
Substantial Completion of all Work	06 / 18
Professional Services Completed	06 / 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.

- 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: Statewide Technical Services FY 17-18/ Watercraft Projects

Project Number: DNR-160076

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	In-state	5		
	Out-of-state	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		
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 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		
		Subtotal		

* 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

Notes:

Evaluator:

Name _____

Signature _____ Date _____