

Request for Qualifications (Architect / Engineer)

State of Ohio Standard Forms and Documents

Administration of Project: Local Agency

Project Name	<u>Veto Lake Dam Interim Risk Reduction Measures</u>	Response Deadline	<u>June 6, 2018</u>	<u>4:00 PM</u>	local time
Project Location	<u>Veto Lake Wildlife Area</u>	Project Number	<u>DNR-180032</u>		
City / County	<u>Vincent / Washington</u>	Project Manager	<u>James Hilovsky</u>		
Owner	<u>ODNR Division of Wildlife</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>Four (4)</u>	No. of electronic copies requested (PDF)	<u>Two (2)</u>		

Submit the requested number of Statements of Qualifications (Form F110-330) directly to Julie Endicott at 2045 Morse Rd., Building E-3, Columbus, Ohio 43229. See Section J of this RFQ for additional submittal instructions.

Submit all questions regarding this RFQ in writing to Julie Endicott at Engineering@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 provide final design services, construction bidding documents, soil borings, surveying and construction administration for Interim Risk Reduction Measures (IRRM) at Veto Lake Dam, potentially including the principal spillway, embankment, and extensive lake drain structural repairs. This project will be carried out under the General Contracting delivery method. Veto Lake Dam is a Class I structure owned and operated by the ODNR Division of Wildlife, located approximately 2.5 miles southeast of Vincent, Ohio, on the Little Hocking River. The impoundment is in Dunham Township, Washington County, and is used for wildlife habitat and recreational purposes. Currently, the structure does not meet established dam safety standards.

B. Scope of Services

The selected firm shall use recently completed detailed analyses to perform final design for improvements at Veto Lake Dam and help bring the dam into compliance with Ohio dam safety laws and rules. These improvements may include rehabilitation and improvements of the existing spillway, replacement of the existing lake drain structure and outlet works, and embankment stability improvements. Preliminary assessment of the dam has been completed, including recommended alternative remedial measures. The selected firm shall apply for and obtain all necessary regulatory permits, assist with addressing downstream/ upstream impacts and environmental issues, assist in right of way acquisition, maintain current estimates of probable construction costs through the design phase, and assist with bidding and construction administration services. All work shall be performed in compliance with all applicable regulatory requirements, including Ohio Dam Safety Rules and Regulations.

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. ODNR encourages proposing firms to identify and propose innovative alternative design concepts for the most effective and efficient use of the Department's resources. The selected Architect/Engineer (A/E) will 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: 50% Design Stage, 90% Design Stage, and 100% Design Stage, Construction Administration, Post-Construction, and Additional Services of all types.

All firms submitting a statement of qualifications will be eligible for award of contract for the scope of services described above. 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.

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>.

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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 innovative design alternatives.
2. Performance of hydrologic, hydraulic and flood routing analyses.
3. Performance of geotechnical analyses pertaining to earthen embankments and abutments.
4. Performance of structural analyses involving the integrity of concrete structures.
5. Performance of seepage and stability analyses for earthen embankments.
6. Knowledge of Ohio Dam Safety Laws and Rules and familiarity with regulatory and permitting agencies having authority over dam and water resources related projects, including requirements for Emergency Action Plans and Operation, Maintenance & Inspection manuals.
7. Experience with design of dam-related projects including spillways and earthen embankments with a focus on lake drain structures, cofferdams, and development of dewatering plans.
8. Experience in construction administration for dam rehabilitation projects.
9. Experience in professional survey for heavy civil projects including topographic, bathymetric, right of way, and boundary surveys.
10. Experience working for state and/or other governmental agencies under professional services.

C. Estimated Budget / Funding

State Funding: \$4,250,000.00
 Other Funding: \$0
 Construction Cost: \$3,750,000.00
 Total Project Cost: \$4,250,000.00

D. Anticipated Schedule

Professional Services Start: 09 / 18
 Construction Notice to Proceed: 09 / 19
 Substantial Completion of all Work: 05 / 20
 Professional Services Completed: 05 / 21

E. Estimated Basic Fee Range (see note below)

10% to 14%

F. EDGE Participation Goal

Percent of initial Total A/E Fee: 5.0%

NOTE: **Basic Services** include: (1) Program Verification, (2) Schematic Design, (3) Design Development, (4) Construction Documents, (5) Bidding and Award OR GMP Proposal and Amendment (as applicable), (6) Construction Administration, and (7) Closeout services. The **Basic Fee** includes all professional design services and consultant services necessary for proper completion of the Basic Services, including validation of existing conditions (but not subsurface or hidden conditions) and preparation of cost estimates and design schedules for the project. **The Basic Fee excludes any Additional Services required for the project.**

G. Basic Service Providers Required (see note below)

Lead A/E Discipline: Engineering
 Secondary Civil Engineering
 Disciplines: Structural Engineering
Mechanical Engineering
Surveying

H. Additional Service Providers Required

Hydrologic and Hydraulic Services
Geotechnical Engineering/ Geology Services
Construction Administration
Field Testing/ Laboratory Services
Environmental Permitting

NOTE: The lead A/E shall be (1) an architect registered pursuant to ORC Chapter 4703, (2) a landscape architect registered pursuant to ORC Chapter 4703, or a (3) professional engineer or (4) professional surveyor licensed pursuant to ORC Chapter 4733.

I. 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.

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- 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.
- 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.
- Experience with professional surveying including local knowledge of the project area.
- Demonstrated permitting experience and expertise, including prequalification through ODOT for relevant ODOT Prequalification Categories related to environmental, waterway, and historical permitting services.
- 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.

J. 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

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Project Name Veto Lake Dam Interim Risk Reduction Measures Proposer Firm _____
 Project Number DNR-180032 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 150 miles	2	
	More than 150 miles	0	
b. Amount of fees awarded by Contracting Authority in previous 24 months	Less than \$200,000	2	
	\$200,000 to \$1,000,000	1	
	More than \$1,000,000	0	
c. Number of licensed professionals	Less than 5 professionals	1	Max = 3
	5 to 10 professionals	3	
	More than 10 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	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 7 sample projects	2	
	More than 7 sample projects	3	
b. Experience with projects subject to Ohio Dam Safety regulations (ORC Section 1521.06 et al).	Less than 4 projects	0 - 1	
	4 to 8 projects	2 - 3	
	More than 8 projects	4 - 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 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 4 projects	0 - 1	
	4 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		Subtotal	
** Leadership in Energy & Environmental Design administered by the Green Building Certification Institute			

Notes:

Evaluator:

Name _____

Signature _____ Date _____