**Request for Qualifications (Architect / Engineer)**

**State of Ohio Standard Forms and Documents**

**Administration of Project:** Local Agency

<table>
<thead>
<tr>
<th>Project Name</th>
<th>ODNR General Qualifications for Prequalification List for Professional Services</th>
</tr>
</thead>
<tbody>
<tr>
<td>Project Location</td>
<td>Various</td>
</tr>
<tr>
<td>City / County</td>
<td>Various / Various</td>
</tr>
<tr>
<td>Owner</td>
<td>Ohio Department of Natural Resources</td>
</tr>
<tr>
<td>Contracting Authority</td>
<td>Local Agency</td>
</tr>
<tr>
<td>Delivery Method</td>
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</tr>
<tr>
<td>Prevailing Wages</td>
<td>State</td>
</tr>
<tr>
<td>Response Deadline</td>
<td>08/19/2019 4:00 PM local time</td>
</tr>
<tr>
<td>Project Number</td>
<td>DNR-200010</td>
</tr>
<tr>
<td>Project Manager</td>
<td>Samantha Cothern</td>
</tr>
</tbody>
</table>

Submit the requested number of Statements of Qualifications (Form F110-330) directly to Julie Endicott at 2045 Morse Rd., 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 Julie.endicott@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](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**

The Ohio Department of Natural Resources (ODNR) is requesting qualifications from architectural and engineering firms that are interested in professional service contracts for new construction, renovations, and rehabilitation projects at ODNR facilities statewide. ODNR facilities include lodges, both overnight and day-use, campgrounds with sanitary, water and electrical hook-ups, picnic areas with playgrounds and shelter-houses, public restrooms both vault latrines and those with flush toilets/sinks, a variety of cabins, storage buildings, visitor/nature centers, park/district offices, and maintenance facilities. In addition, ODNR has water/wastewater treatment plants with associated distribution and collection systems, dam and water impoundment structures, shoreline embankments and seawalls, marinas, boat docks, boat ramps, roadways and bridges, paved and unpaved parking and trail systems, and utility infrastructure systems, (i.e. high-voltage electrical, natural gas, fire hydrant and water supply loops, and stormwater systems).

Projects are initiated based on the needs of the various ODNR Divisions. The Division of Engineering will administer the projects and the use of the ODNR Consultant List. Consultant selections will be undertaken in accordance with Ohio Administrative Code (OAC) Section 153:1-1-02. Selection of consultants on projects with a professional services fee of under $50,000 may be undertaken in accordance with OAC 153:1-1-02 or Ohio Revised Code (ORC) Section 153.71 (A). Upon completion of the selection process, ODNR will seek Controlling Board approval for the ODNR Consultant List. A separate Controlling Board request may be required for a release of funds for the specific project. Total contract award to each pre-qualified firm is limited to $300,000 through June 30, 2021, commencing upon approval of the ODNR Consultant List by the Controlling Board.

The number of pre-qualified architecture and engineering consultants selected through this process is within the discretion of ODNR. While pre-qualified status means that a firm is eligible for award of contracts, ODNR does not guarantee that a firm will be awarded any work or make a representation of the amount of work a firm may receive.

Anticipated services for projects could include:

- On-site evaluation and meetings with facility staff to assess the scope of work for individual projects
- Conducting of preliminary investigations, facility and existing conditions assessments, and providing master planning services and providing comprehensive reports that include design alternatives analyses, proposed scope recommendations and cost estimates
- Full design services for selected rehabilitation or improvement projects
- Application for and securing applicable permits
- Coordination with state agencies and other third-parties on project-related issues
- Management of CMR or DB (as a criteria architect/engineer) procurement services
- Management of public bidding for General Contracting delivery method
- Construction administration services including construction-testing services
- Close out services, including warranty and guarantee period services
B. Scope of Services

Projects may require a lead firm specializing in architectural, landscape architectural, and related specialty consulting services such as facility and site condition assessments, master planning services, review or creation of a Program of Requirements (POR), prototype building design, and full design services (Program Verification, Schematic Design, Design Development, Construction Document Preparation, Bid and Award Support or GMP Proposal and Amendment, Conformed Documents, Construction Administration, Post-Construction, and Additional Services of all types).

Projects may also require a lead firm specializing in engineering services and related specialty consulting services such as preliminary investigations, surveying, soil borings, geotechnical investigations, structural condition assessments, performance of hydrologic, hydraulic and flood routing, environmental assessments, special permitting coordination through USACE and EPA, and full design services (Study and Report Verification, Preliminary Design, 50% Design, 90% Design, 100% Design (Construction Document Preparation), Bid and Award Support or GMP Proposal and Amendment, Conformed Documents, Construction Administration, Post-Construction, and Additional Services of all types).

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.

Service will be provided in accordance with the either the OFCC standard form Consultant Agreement or Architect/Engineer Agreement, depending on the level of services required.

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.

Please list all major scope services needed to complete the selection process for successful project delivery. The specific scope of services must state particular building types, functional design or specialized professional services required to evaluate the level of experience of each applicant firm (e.g. parking garage, kitchen design, correctional facility, medical facility). The scope of services should also define the types of basic and additional professional design and administration services necessary for the project (e.g. LEED credentials and experience, previous experience with local jurisdiction or similar sites, previous experience working with the State of Ohio, Building Information Modeling (“BIM”) experience and training, specific BIM and Owner-defined requirements, level of development to be achieved within BIM models, BIM deliverables, and Owner’s intended use of BIM models after construction). This information will be used by each applicant to populate the Relevant Project Experience Matrix in Section F of Form F110-330.

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. Column 1 of the Relevant Project Experience Matrix in Section F should be used by the submitting firm to identify the firm’s lead discipline and/or specialty area(s) (i.e. architectural, landscape architectural, civil engineering, MEP engineering, etc.). Projects included in Section F should demonstrate the firm’s experience in the identified area(s).
2. Experience in conducting preliminary investigations, facility and existing conditions assessments, and master planning services and providing comprehensive reports that include design alternatives analyses, proposed scope recommendations and cost estimates
3. Experience in providing full design services for rehabilitation or improvement projects.
4. Experience with specialized permitting such as USACE, EPA, Department of Health, Environmental, etc.
5. Experience with alternative construction delivery methods such as CMR and Design-Build.
6. Experience as a criteria architect/engineer in a Design-Build delivery model.
7. Experience providing construction administration services including construction-testing services.
8. Experience working for with State of Ohio or other public entity construction-related contracts and capital project administration processes.
C. Estimated Budget / Funding
State Funding: $varies
Other Funding: $varies
Construction Cost: $varies
Total Project Cost: $varies

D. Anticipated Schedule
Professional Services Start: varies
Construction Notice to Proceed: varies
Substantial Completion of all Work: varies
Professional Services Completed: varies

E. Estimated Basic Fee Range (see note below)
5.0% to 7.0%

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 Estimated Basic Fee Range is calculated as a percentage of the Estimated Budget for Construction Cost above, including the Owner's contingency. The Basic Fee excludes any Additional Services required for the project.

G. Basic Service Providers Required (see note below)
Lead A/E Discipline: Architecture or Engineering
Secondary Disciplines:
- Landscape Architecture
- Civil Engineering
- Mechanical-Electrical-Plumbing Eng.
- Structural Engineering
- Surveying
- Technology / Communications / Security

H. Additional Service Providers Required
Specialty for various assignments, such as:
- Master Planning services
- Kitchen/Food Service Design
- Interior and Loose Furnishings Design
- Hazardous Materials Design
- Marina and Boating Access Design
- Specialized Permitting Services (USACE, EPA)
- Water/Wastewater Treatment Systems Design
- Hydrology & Hydrology Analysis Services
- Geotechnical Services
- (Secondary and Specialty Service providers may submit SOQs as lead discipline providers if they meet the requirements of the NOTE below.)

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.
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 address how they will implement Building Information Modeling (“BIM”) on the project, experience and level of training of staff related to BIM, incorporation of team partners that have previous BIM experience, and an understanding of collaborative BIM processes, including but not limited to the State of Ohio BIM Protocol available at the OFCC website at http://ofcc.ohio.gov.

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.

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.
### Consultant Selection Rating

#### State of Ohio Standard Forms and Documents

Project Name: ODNR General Qualifications for Prequalification  
Proposer Firm: _________________________________

Project Location: Various  
City, State, Zip: _______________________________

Project Number: DNR-200010

#### Selection Criteria

<table>
<thead>
<tr>
<th>Selection Criteria</th>
<th>Value</th>
<th>Score</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Firm Location and EDGE Status (Maximum 25 points)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Location of firm and EDGE-certified status</td>
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<tr>
<td>Out of State</td>
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<td>Ohio Firm</td>
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<tr>
<td>EDGE Certified</td>
<td>25</td>
<td></td>
</tr>
</tbody>
</table>

| 2. Firm Size (Maximum 15 points) | | |
| Number of relevant licensed professionals within primary firm available to perform the work. | | |
| Small = Less than 3 licensed professionals | 15 | |
| Medium = 3 to 5 licensed professionals | 5 | |
| Large = More than 5 licensed professionals | 0 | |

| 3. Current Workload (Maximum 25 points) | | |
| Amount of fees awarded by the Contracting Authority to the primary firm in the previous 24 months (exclude projects on hold) | | |
| Less than $100,000 | 25 | |
| $100,000 to $250,000 | 15 | |
| More than $250,000 | 5 | |

| 4. Overall Project Team Experience (Maximum 35 points) | | |
| a. Experience with ODNR Consultant List Projects in the previous 24 months | | |
| Less than 2 projects (Low) | 10 | |
| 2 to 3 projects (Average) | 5 | |
| More than 3 projects (High) | 0 | |
| b. Past Performance | | |
| Level of performance as indicated by past evaluations / letters of reference | 0 - 15 | |
| c. Knowledge of State of Ohio Capital Project Administration Process | | |
| Less than 2 projects (Low) | 10 | |
| 2 to 3 projects (Average) | 5 | |
| More than 3 projects (High) | 0 | |

* LEED = Leadership in Energy & Environmental Design developed by the U.S. Green Building Council  
** See list of LEED credentials in Section H of the RFQ

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### Notes:

**ODNR Evaluation:**

Name: _________________________________

Signature: _________________________________  
Date: _________________________________