

# Request for Qualifications (Architect / Engineer)

## State of Ohio Standard Forms and Documents

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### Administration of Project: Local Agency

Project Name	<u>Conservation Ponds No. 1 and No. 2 Dams Decommissioning</u>	Response Deadline	<u>August 10, 2015 5:00 PM</u> local time
Project Location	<u>Jockey Hollow Wildlife Area</u>	Project Number	<u>DNR-160023</u>
City / County	<u>Cadiz / Harrison County</u>	Project Manager	<u>Jeremy Wenner</u>
Owner	<u>Department of Natural Resources</u>	Contracting Authority	<u>Local Agency</u>
Delivery Method	<u>General Contracting</u>	Prevailing Wages	<u>None</u>
No. of paper copies requested (stapled, not bound)	<u>4</u>	No. of electronic copies requested (PDF)	<u>1</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](mailto: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.

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### Project Overview

#### A. Project Description

Professional engineering services are being requested to provide final design services, construction bidding documents, and construction administration for the decommissioning of Conservation Ponds No. 1 and No. 2 Dams. Conservation Pond No. 1 Dam and Conservation Pond No. 2 Dam are Class I dams based upon height. Conservation Pond No. 1 Dam is 105 tall and impounds approximately 60 acres of water at top of dam. Conservation Pond No. 2 Dam is 73 feet tall and impounds approximately 8.5 acres of water at top of dam. Both dams were constructed in the 1950's as part of coal mining activities in the local area but the means and methods of construction are largely unknown. Currently, neither structure meets established dam safety standards. Based upon preliminary investigation data, ODNR intends to pursue dam decommissioning for both structures.

The intent of this project is develop final design plans, construction bidding documents and construction administration for decommissioning using a jack and bore approach to drain the impoundments behind the dams. The decommissioning design must meet dam safety standards and result in a safe structure that is exempt from dam safety laws and rules.

#### B. Scope of Services

Preliminary investigation of Conservation Pond No. 1 Dam and Conservation Pond No. 2 Dam has been completed. The selected firm shall complete final design for all phases of improvements, and develop construction bidding documents to bring both dams and appurtenances into compliance with current dam safety regulatory requirements for decommissioned structures.

The selected firm shall apply for and obtain all necessary regulatory permits, assist with addressing downstream/upstream impacts and environmental issues, maintain current estimates of probable construction costs through the design phase, and assist with bidding and construction administration services on an expedited schedule to minimize adverse recreational and economic impacts. On-demand services including on-site investigation and inclement weather emergency response may be necessary. All work shall be performed in compliance with all applicable regulatory requirements, including Ohio Dam Safety Rules and Regulations.

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, and (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.

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. The selected A/E will participate in the Encouraging Growth, Diversity & Equity (EDGE) Program as required by statute and the Agreement.



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 Conservation Ponds No. 1 and No. 2 Dams Proposer Firm \_\_\_\_\_  
 Project Number Decommissioning \_\_\_\_\_  
 Project Number DNR-160023 City, State, Zip \_\_\_\_\_

Selection Criteria		Value	Score
<b>1. Primary Firm Location, Workload and Size (Maximum 10 points)</b>			
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 \$200,000	2	
	\$200,000 to \$1,000,000	1	
	More than \$1,000,000	0	
c. Number of licensed professionals	Less than 10 professionals	3	Max = 3
	10 to 20 professionals	2	
	More than 20 professionals	1	
<b>2. Primary Firm Qualifications (Maximum 30 points)</b>			
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	
<b>3. Key Consultant Qualifications (Maximum 20 points)</b>			
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	
<b>4. Overall Team Qualifications (Maximum 10 points)</b>			
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. Dam decommissioning experience	Less than 2 sample projects	1	Max = 2
	2 sample projects or more	2	
c. Knowledge of Ohio Dam Safety laws and rules	Less than 3 sample projects	1	Max = 3
	3 sample projects or more	3	
d. Team organization	Clarity of responsibility / communication demonstrated by table of organization	0 - 2	
<b>5. Overall Team Experience (Maximum 30 points)</b>			
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 4 projects	0 - 3	
	4 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 2 projects	0 - 1	
	2 to 6 projects	2 - 3	
	More than 6 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		<b>Subtotal</b>	

Notes:

Evaluator:

Name \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_