

# Request for Qualifications

## State of Ohio Standard Forms and Documents

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**Administration of Project:** Ohio Department of Natural Resources, Division of Engineering

Project Name	<u>Neutral Facilitation Consultant List – FY15 &amp; 16</u>	Response Deadline	<u>04/11/2014</u>	<u>4:00 p.m.</u> local time
Project Location	<u>Various</u>	Project Number	<u>DNR-140034</u>	
City / County	<u>Various / Various</u>	Project Manager	<u>Various</u>	
Owner	<u>Various</u>	Contracting Authority	<u>ODNR—Division of Engineering</u>	
No. of paper copies requested (stapled, not bound)	<u>0</u>	No. of electronic copies requested on CD (PDF)	<u>1</u>	

Submit the requested number of Statements of Qualifications (OFCC Form F110-330) directly to the Ohio Department of Natural Resources, Division of Engineering, **Attention: Jason Kirby, 2045 Morse Rd., Building E-3, Columbus, Ohio 43229**. See Section G for additional submittal instructions.

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### Project Overview

#### A. Project Description

The Ohio Department of Natural Resources (ODNR), Division of Engineering (DOE), invites interested parties to submit a statement of qualifications to provide neutral facilitation services for projects. These services are intended to provide facilitated partnering and/or mediated dispute resolution sessions for various sized groups in support of DOE project teams.

These sessions could occur at any stage along the project, i.e. planning, design, construction and close out. Session attendees could include, but are not limited to, ODNR/DOE staff, architects/engineers and other project consultants, contractors, community members and other users groups, and state, national and local regulatory agencies.

All firms submitting a statement of qualifications will be eligible for award of contracts for the period beginning July 1, 2014 and ending June 30, 2015. Fees are negotiated for each assignment. DOE does not guarantee that a firm will be awarded any work or make a representation of the amount of work a firm may receive within the two-year period.

#### B. Scope of Services

The following types of facilitation services are within the scope of work that a firm may be requested to support:

- a) Organizational Partnering
- b) Trade Contractor Partnering
- c) Dispute / Claims Resolution & Mediation
- d) GMP Negotiation
- e) Third-party Agreements and Strategic Planning

The services generally include the following: pre-workshop interviews of individual project team members in order to identify key issues and prepare an agenda that is specific to the needs of the project; and conduct the workshop to include discussion of the specific issues for the project team to plan activities or processes to address the specific issues.

#### C. Funding / Estimated Budget

Total Project Cost	<u>Varies with each project</u>	State Funding	<u>As applicable</u>
Construction Cost	<u>Varies with each project</u>	Other Funding	<u>As applicable</u>
Estimated Fee	<u>TBD</u>		

#### D. Anticipated Schedule

Response Deadline: April 11, 2014

Eligibility will be effective for the period covering July 1, 2014 – June 30, 2016

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### E. EDGE Participation Goal

Percent of initial TOTAL Fee: 5%

### F. Evaluation Criteria for Selection

Demonstrated ability to meet Owner's programmed vision, scope, budget, and schedule on previous projects. Relevant past performance of prospective firm.

Qualifications and experience of individual firm's staff. Experience and capabilities of leading strategic planning processes; facilitating the creation of open lines of communication and building cooperation between diverse project stakeholders; experience with public sector entities and a demonstrated understanding of construction-related public policy; experience with alternative construction delivery methods such as construction manager-at-risk and design-build; facilitating the review and negotiation of a guaranteed maximum price (GMP) for construction manager-at-risk or design-build construction projects; and creating or using alternative dispute resolution procedures and mediating construction claims and other project-related disputes.

Proposer's apparent resources and capacity to meet the needs of atypical ODNR projects. The selected firm must have the capability to use the Internet within their normal business location(s) during normal business hours.

Anticipated Schedule:

Proposal Due Date: April 11, 2014

Announce Short List for Interviews: April 22, 2014

Interviews in Columbus: April 28, 2014

Pre-Qualification will be effective for the period covering July 1, 2014 – June 30, 2016

### G. Submittal Instructions

Firms are required to submit a current F110-330 Statement of Qualifications (blank forms are available as a free download from the Ohio Facilities Construction Commission (OFCC) website).

Paper copies or submittals that are e-mailed or faxed will NOT be accepted.

Electronic submittals must be combined into one PDF file named with the project number listed on the RFQ and the firm's name. Use the "print" feature of Adobe Acrobat Professional or similar software for creating a PDF rather than using a scanner. If possible, please reduce the file size of the PDF. In Adobe Acrobat Professional, go to Advanced, then PDF Optimizer.

Send submittals in an envelope, sealed, addressed, and mailed or delivered to the Ohio Department of Natural Resources, Division of Engineering, **Attention: Jason Kirby, 2045 Morse Rd., Building E-3, Columbus, Ohio 43239**. Label the CD-ROM with the project number listed on the RFQ and your firm's name.

All questions regarding this Request for Qualifications are to be submitted in writing (absolutely no answers will be provided to phone inquires) to the attention of "DNR-140034-NF" at [jason.kirby@dnr.state.oh.us](mailto:jason.kirby@dnr.state.oh.us). Questions will be answered and posted to the DOE website at <http://engineering.ohiodnr.gov/> on a regular basis until one week before the time of proposal submittal. The name or firm of the party submitting a question will not be included on the Question and Answer Document posted by DOE.

The following special instructions apply to completing the F110-330 form for this selection:

- Firms are requested to list the Project No. (indicated on Page 1 of this RFQ) on the first page of Part I and on Part II of the F110-330.
- Firms are requested to indicate their EDGE-certified business status as either "Certified" or Non-certified" on Part I Section C (Proposed Team).
- Firms performing services for current ODNR projects should identify those projects on Page 1 of Section F (Example Projects Which Best Illustrate Proposed Firm's Qualifications for this Contract).
- Firms are requested to identify professional registrations, memberships and credentials including but not limited to: LEED GA, LEED AP, LEED AP+, CCCA, CCM, CCS, CDT, DBIA, and any other appropriate design and

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construction industry-related credentials. Identify that information on the resume page for individual in Block 22, Section E of the F110-330 form.

### **H. Additional Information**

Following this submission, DOE will evaluate the proposals submitted and identify a list of firms for pre-qualification interviews. These interviews are designed to familiarize DOE staff with the qualifications of firms by further exploring their proposals and the scope and nature of the consulting services they provide. DOE will seek Controlling Board approval of all submitting firms for contracting eligibility through June 30, 2016.

# Consultant Selection Rating

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Project Name Neutral Facilitation Consultant List Proposer Firm \_\_\_\_\_  
 Project Number DNR-140034 City, State, Zip \_\_\_\_\_

Selection Criteria		Value	Score
<b>1. Team Location, EDGE status and Workload (Maximum 20 points)</b>			
a. Location of firm and EDGE status	Out of State	0	
	Ohio Firm	5	
	EDGE Certified	10	
b. Amount of contracts in previous 24 months	Less than \$100,000	5	
	\$100,000 to \$200,000	3	
	More than \$200,000	0	
<b>2. Qualifications (Maximum 60 points)</b>			
a. Organizational Partnering		0 - 10	
b. Trade Contractor Partnering		0 - 5	
c. Dispute / Claims Resolution & Mediation		0 - 15	
d. GMP Negotiation		0 - 15	
e. Third-party Agreements and Strategic Planning		0 - 5	
<b>3. Team Experience (Maximum 20 points)</b>			
a. Experience with ODNR Projects in the previous 24 months	Less than 2 projects	5	
	2 to 3 projects	3	
	More than 3 projects	0	
b. Experience with public entities and public policy		0 - 10	
c. Experience with alternative construction delivery methods		0 - 10	
d. Past performance - Evaluations / Letters of Reference		0 - 10	
		<b>Subtotal</b>	

Notes:

Evaluator:

Name \_\_\_\_\_

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