

# Request for Qualifications (Architect / Engineer)

## State of Ohio Standard Forms and Documents

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### Administration of Project: Ohio Facilities Construction Commission

Project Name	<u>Little Miami Trail Restoration</u>	Response Deadline	<u>August 29, 2014   4:00 pm</u> local time
Project Location	<u>Little Miami Trail</u>	Project Number	<u>DNR-140072</u>
City / County	<u>Varies / Greene, Warren, Clermont and Hamilton</u>	Project Manager	<u>Kevin Russell</u>
Owner	<u>Department of Natural Resources</u>	Contracting Authority	<u>OFCC</u>
Delivery Method	<u>Single Prime</u>	Prevailing Wages	<u>State</u>
No. of paper copies requested (stapled, not bound)	<u>0</u>	No. of electronic copies requested on CD (PDF)	<u>2</u>

Submit the requested number of Statements of Qualifications (Form F110-330) directly to Amber Mock at 30 West Spring Street, 4<sup>th</sup> Floor, Columbus, Ohio 43215. See Section H of this RFQ for additional submittal instructions.

Submit all questions regarding this RFQ in writing to Amber Mock at [amber.mock@ofcc.ohio.gov](mailto:amber.mock@ofcc.ohio.gov) 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.

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### Project Overview

#### A. Project Description

The Ohio Department of Natural Resources (ODNR) through the Division of Parks and Recreation (P&R) is responsible for management of 53 miles of multipurpose rail-trail located along the Little Miami State and National Scenic River in Greene, Warren, Clermont and Hamilton counties. The railroad corridor dates to the mid 1800's and became a State Park in 1979. The trail is paved to a minimum 10 feet wide along its width, and has several areas with additional width (where there were two rails side by side) for joggers and horses. This facility is limited to non-motorized use only for both transportation and recreation between the small communities throughout the Miami Valley. Other amenities along the trail include parking and restrooms, as well as access points for fishing and boating along the scenic river.

The intent of this project is to develop a site-specific master plan for the entire Little Miami State Park in conjunction with ODNR's strategic facility plans. The master planning process would include assessments of existing conditions, including paved and grass surfaces, bridges, drainage, slope stability, restroom and parking, as well as any auxiliary support structures. Much of the trail runs directly adjacent to the Little Miami River and is subject to significant erosion and slope stability issues, some of which create issues with public safety. There are over 60 bridge structures as well as numerous culverts with varying repair and improvement needs. Drainage areas have become overgrown or have filled in with cobbles and no longer function as designed. The pavement ranges in age from 10 to 30 years old and has many areas of degradation from age, root intrusion and failing subgrade. Other items identified as necessary for the function of the park facilities may also be included.

These assessments would be used to develop construction documents for the construction needs along the entire length, contemplating phased construction as Capital funding allows.

Construction would be undertaken to ensure public safety and long term stability of the trail as well as functional and aesthetic improvements as identified in the strategic facility plan. Construction would be phased to ensure the best use of public funds and the least disruption of the overall facility.

Through this selection process, ODNR contemplates engaging an A/E to provide master planning and construction documents for all improvements along the trail, the initial phase would include approximately \$3 million in improvements, to include stability and long term viability. All firms submitting a Statement of Qualifications will be eligible for award of contract for the period beginning approximately September 15, 2014 through approximately December 15, 2016. However, the AE agreement would be extended and amended to add locations of work as Capital appropriations are available in future Capital Bill legislation.

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## B. Scope of Services

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 OFC 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 not less than 8 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. 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. Identify Project Delivery method (i.e. MP, GC, CM@R, DB)
2. Identify submitters role on project (i.e AE, C-AE, AOR-DB, CMA/OA)
3. National Scenic River requirements
4. Bike trail rehabilitation
5. Drainage/watershed areas
6. Culverts and bridge rehabilitation and construction
7. Riverbank stabilization
8. State capital construction projects
9. ODOT specifications

## C. Funding / Estimated Budget

Total Project Cost	<u>\$3,500,000</u>	State Funding	<u>\$3,500,000</u>
Construction Cost	<u>\$2,600,000</u>	Other Funding	<u>\$0</u>
Estimated A/E Fee	<u>5.0% to 6.0%</u>		

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., creation of a Program of Requirements, 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).



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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, CPE, 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.

LEED Credentials: Leadership in Energy & Environmental Design (Green Building Certification Institute)

GA: Green Associate

AP: LEED AP (Legacy LEED Accredited Professional without specialty)

AP +: (see below):

LEED AP BD+C (Building Design and Construction specialty)

LEED AP ID+C (Interior Design and Construction specialty)

LEED AP O+M (Operations and Maintenance specialty)

LEED AP ND (Neighborhood Development specialty)

LEED AP Homes (Specialty for residential LEED construction)

Other Industry Credentials:

ACEC: American Council of Engineering Companies

AIA or FAIA: American Institute of Architects

CCCA: Certified Construction Contract Administrator (CSI)

CCM: Certified Construction Manager (CMAA)

CCS: Certified Construction Specifier (CSI)

CDT: Construction Document Technologist (CSI)

CMAA: Construction Management Association of America

CPE: Certified Professional Estimator (American Society of Professional Estimators)

DBIA or Associate DBIA: Design-Build Institute of America (list credentials, not memberships)

NCARB: National Council of Architectural Registration Boards (list certification only)

NCIDQ: National Council for Interior Design Qualification

NSPE: National Society of Professional Engineers

# Architect/Engineer Selection Rating Form

## State of Ohio Standard Forms and Documents

Project Name Little Miami Trail Restoration Proposer Firm \_\_\_\_\_  
 Project Number DNR-140072 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 50 miles	5	
	50 miles to 100 miles	2	
	More than 100 miles	0	
b. Amount of fees awarded by Contracting Authority in previous 24 months	Less than \$100,000	2	
	\$100,000 to \$5,000,000	1	
	More than \$5,000,000	0	
c. Number of licensed professionals	Less than 3 professionals	3	Max = 3
	3 to 10 professionals	2	
	More than 10 than 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 additional point for every 2 percent increase in professional services over the advertised 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. 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	
<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 3 projects	0 - 3	
	3 to 6 projects	4 - 6	
	More than 6 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 3 projects	0 - 1	
	3 to 6 projects	2 - 3	
	More than 6 projects	4 - 5	
* Must be comprised of professional design services consulting firm(s) and NOT the primary firm ** Leadership in Energy & Environmental Design administered by the Green Building Certification Institute		<b>Subtotal</b>	

**Notes:**

**Evaluator:**

Name \_\_\_\_\_

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