

Request for Qualifications (Architect / Engineer)

State of Ohio Standard Forms and Documents

Administration of Project: Local Agency

Project Name	<u>Environmental Assessment Technical Assistance</u>	Response Deadline	<u>August 29, 2014 4:00 PM</u> local time
Project Location	<u>Various</u>	Project Number	<u>DNR-150009</u>
City / County	<u>Various / Various</u>	Project Manager	<u>Tara Lee</u>
Owner	<u>Department of Natural Resources</u>	Contracting Authority	<u>Local Agency</u>
No. of paper copies requested (stapled, not bound)	<u>2</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 the Ohio Department of Natural Resources, Division of Engineering, **Attention: Jason Kirby, 2045 Morse Road, 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 with the project number included in the subject line (no phone calls please). Questions will be answered and posted to the Request for Professional Services page 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 names of the party submitting a question will not be included on the Q&A document.

Project Overview

A. Project Description

Professional engineering and administration services are requested for environmental assessments, remediation and regulatory compliance pertaining to existing and previously removed petroleum storage systems, asbestos containing materials, hazardous substances, etc., at ODNR facilities statewide. Environmental services may include investigative analyses and reporting; soil and groundwater sampling; removal, disposal, and/or remediation of sites and regulated substances. The selected consultant shall communicate and coordinate with regulatory agencies, in compliance with all applicable laws and rules, obtain all necessary permits, and perform limited construction administration.

B. Scope of Services

While specific projects and scopes of work have not been identified at this time, the selected consultant will be retained through a specific time period (approximately two years); projects and deliverables will be determined on an as needed basis from deficiencies noted by treatment plant operations staff. Fees for each assigned task will be based on an hourly fee schedule to be negotiated as part of the contract.

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 petroleum storage systems and regulations.
2. Experience with building asbestos investigations and developing abatement plans.
3. Experience with soil and ground water sampling.
4. Experience with remediation of sites and regulated substances.
5. Regulatory permit application and coordination experience.

C. Funding / Estimated Budget

Total Project Cost	<u>Varies with each project</u>	State Funding	<u>100 percent of project cost</u>
Construction Cost	<u>TBD</u>	Other Funding	<u>\$0.00</u>
Estimated A/E Fee	<u>5.0% to 10.0% of project costs, not to exceed \$250,000 total contract</u>		

NOTE: 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).

Architect/Engineer Selection Rating Form

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Project Name Statewide Environmental Assessment Technical Assistance Proposer Firm _____
 Project Number DNR-150009 City, State, Zip _____

Selection Criteria		Value	Score
1. Primary A/E Firm Location, Size, and Workload (Maximum 10 points)			
a. Proximity of primary firm to project site	Ohio Firm	5	
	Out of State Firm	0	
b. Number of relevant licensed professionals within primary firm	Less than 10 licensed professionals	2	Max = 3
	10 to 20 licensed professionals	1	
	More than 20 licensed professionals	0	
c. Amount of fees awarded by Contracting Authority in previous 24 months	Less than \$100,000 in previous 24 months	2	
	\$100,000 to \$200,000 in previous 24 months	1	
	More than \$200,000 in previous 24 months	0	
2. Primary A/E Qualifications (Maximum 30 points)			
a. Project Manager	Experience / ability of project manager to manage scope / budget / schedule / quality	0 - 10	
b. Project Engineer	Experience of project engineer to achieve design & regulatory 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 Consultants (e.g., civil, mechanical, or electrical engineering, specialty consultants)	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	
4. Overall Team Qualifications (Maximum 10 points)			
a. Previous Collaboration of the Project Team	Less than 3 sample projects	1	
	3 to 5 sample projects	3	
	More than 5 sample projects	5	
b. Team Organization	Clarity of responsibility / communication demonstrated by table of organization	0-5	
5. Overall Team Experience (Maximum 30 points)			
a. Past Performance of the Project Team	Past performance as indicated by A/E evaluations and letters of reference	0 - 10	
b. Experience with similar projects and delivery method	Less than 5 projects	0 - 3	
	5 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 5 projects	0 - 1	
	5 to 8 projects	2 - 3	
	More than 8 projects	4 - 5	
* Must be comprised of professional design services consulting firm(s) and NOT the primary firm		Subtotal	

Notes:

Evaluator:

Name _____

 Signature Date