

Request for Qualifications (A/E)

Ohio Department of Natural Resources
2045 Morse Road, Bldg. E-3
Columbus, Ohio 43229-6693



www.dnr.state.oh.us
Phone 614.265.6948

Administration of Project: Ohio Department of Natural Resources

Project Name	<u>Statewide Technical Services - Phase VIII</u>	Response Deadline	<u>10/05/2012</u>	<u>4:30 p.m.</u> local time
Project Location	<u>Various Counties Throughout Ohio</u>	Project Number	<u>DNR-130018</u>	
City / County	<u>N/A</u>	Project Manager	<u>Jerry Reed, P.E.</u>	
Agency/Institution	<u>Division of Engineering</u>	Contracting Authority	<u>Division of Engineering</u>	
No. of paper copies requested (stapled, not bound)	<u>Three (3)</u>	No. of electronic copies requested on CD (PDF)	<u>One (1)</u>	

Submit the requested number of Statements of Qualifications (SAO Form F110-330) directly to Beth Pratt at 2045 Morse Road Bldg. E-3, Columbus, Ohio 43229-6693. See Section H for additional submittal instructions.

Project Overview

A. Project Description

Professional engineering and architectural services are required to provide technical support, on an as-needed basis, for various small renovation and improvements projects to be completed at ODNR facilities statewide. While a specific scope of work has not been identified for this contract, it is anticipated that individual projects could involve: rehabilitation of electrical, mechanical, HVAC and water / wastewater systems; environmental, structural and geotechnical assessments; and design of minor building construction and/or renovation. Anticipated work task for each project could include:

- On-site evaluation and meetings with facility staff to assess scope of work for individual projects.
- Preparation of investigation reports with alternative analysis, recommendations and cost estimates.
- Preparations of construction documents for selected rehabilitation or improvements projects.
- Application for and securing applicable permits.
- Provide construction administration services.

B. Scope of Services

While specific projects and scopes of work have not been identified at this time, the selected consultant(s) will be retained through a specific time period (probably two years); projects and deliverables will be determined on an as-needed basis from deficiencies noted by facility managers during maintenance or from prior inspections. Fees for each assigned task will be based on a man-hour fee schedule to be negotiated as part of the contract.

A contract will be awarded to each of up to two (2) of the most qualified firms, as determined through the selection process.

For purposes of completing the Relevant Project Experience Matrix in Section F of the Statement of Qualifications (SAO Form #F110-330), below is a list of relevant scope of work requirements for this RFQ:

1. Experience with electrical system renovations and new installations.
2. Experience with mechanical system renovations and new installations.
3. Experience in design of minor building renovations and new installations.
4. Experience with water and wastewater system renovations and new installations.
5. Experience performing environmental assessments, including asbestos assessments.
6. Experience performing structural assessments.
7. Experience performing geotechnical assessments.
8. Experience performing construction administration services.



Request For Qualifications (A/E) continued

Project Name ODNR Statewide Technical Services - Phase VIII

Project Number DNR-130018

H. Submittal Instructions

Firms are required to submit the current version of Statement of Qualifications (SAO Form F110-330) available via the SAO website at <http://ohio.gov/sao> (click on Forms).

Paper copies of the Statement of Qualifications should be stapled only. Do not use special bindings or coverings of any type. Cover letters and transmittals are not necessary.

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 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. Also, please label the CD and the CD cover with the project number and firm name.

Selection of Engineering, Architectural, Landscape Architectural, and Land Surveying Firms

**Ohio Department of Natural Resources
Division of Engineering
Evaluation of Statements of Interest**

PROJECT: Statewide Technical Services

Phase VII

PROJECT NUMBER: DNR-130018

FIRM: _____

EVALUATORS: _____

CITY, STATE: _____

EVALUATION DATE: _____

		Value	Rating	Weight	Score	
A. FIRM'S LOCATION Proximity of office where Project Manager will be located to ODNR Complex in Columbus. _____ miles (Estimated)	0-50 miles	5		2		
	51-100 miles	4				
	101-150 miles	3				
	151-200 miles	2				
	over 200 miles	1				
B. SIZE OF PROJECT TEAM 1. Size from Statement of Interest: Firm _____ Subconsultants _____	Score based on size of team, firm, sub-consultants, as compared to project size and scope.	1-5		2		
	2. Coordination with subconsultants	Score based on role, location and number of subconsultants.	1-5		2	
C. QUALIFICATIONS OF TEAM 1. Appropriate disciplines and professional registrations provided	Project Manager	1-5		2		
	Firm's staff and subconsultants	1-5		2		
	2. Relative project experience	Firm	1-5		2	
		Project Manager	1-5		2	
		Team Members (Firm, Staff and Sub-consultants)	1-5		1.5	
D. STATE WORK AWARDED RECENTLY 1. ODNR Contracts (fees) in past 2 years: \$ _____	\$0 - \$75k	5		1		
	\$75k - \$150k	4				
	\$150k - \$225k	3				
	\$225k - \$300k	2				
	\$300k +	1				
2. Total State of Ohio work (fees) in past 2 years: \$ _____	\$0 - \$250k	5		1		
	\$250k - \$500k	4				
	\$500k - \$750k	3				
	\$750k - \$1 mil.	2				
		\$1 mil. +	1			
E. GENERAL IMPRESSIONS OF FIRM 1. Quality of Statement of Interest		1-5		1.5		
	2. Performance (ODNR & Others)		1-5	1		
TOTAL SCORE				20	0	